



ORIGINAL

VILLAGE OF VOLENTE, TEXAS

AGENDA

City Council Special Called Meeting

2:00 PM., Thursday, June 11, 2020

Volente City Hall, 16100 Wharf Cove, Volente, Texas 78641

This meeting will be conducted utilizing a videoconferencing tool. City Council members, staff and citizens will participate via audio only. Instructions and direct links to view the meeting or speak during citizens comment can be found at villageofvolente-tx.gov and Nextdoor.

The virtual conference meeting will start approximately 10 minutes prior to the meeting which will begin at 1:45 pm.

I. ITEMS OPENING THE MEETING

- A. Call to Order
- B. Call Roll and Establish Quorum

II. CITIZEN COMMENTS

All Public Comments for **Zoom Meetings**, please use the **HAND WAVE ICON** each citizen using the icon will be given the opportunity to speak. All citizen comments will be included in the record and audio for this meeting. Please follow the same procedure for comments during the General Business and Action Items. Citizen comments may also be submitted by email to: city.secretary@volentetexas.gov or any General Business and Action Items.

III. GENERAL BUSINESS AND ACTION ITEMS

- A. Discussion and possible action for the consideration to appoint a City Secretary. Nace/Baker/Ruff
- B. Discussion and possible action to engage Kit Hopkins for reconciliation of deposits, fees & AR @ \$50.00 per hour not to exceed 80 hours (\$4,000). Nace/Wilson/Baker
- C. Discussion and possible action to approve funding for Village Newsletter Mail out. Evans/Nace
- D. Discussion and possible action to authorize a VOV donation to organizer Tony Ruff for the community fund raiser "Save The Lake Travis Fireworks Show" on July 3rd, 2020 Barrick/Nace
- E. Discussion and possible action to request bids for the following: Wilson/Evans/Metro
 - a) **Painting of the Crosswalks at Wharf Cove and 2769**
 - b) **ROW Maintenance 9.1 miles**
 - c) **Mowing 9.1 miles**
 - d) **Tree Trimming 9.1 miles**
 - e) **Drainage Maintenance 9.1 miles**
 - f) **Sign Maintenance 9.1 miles**
 - g) **Signage 9.1 miles**
 - h) **Herbicide treatment 9.1 miles**
- F. Discussion and possible action to approve one Volunteer Public Works Committee Member for VOV residents to call when repairs are needed. Wilson/Evan
- G. Discussion and possible action to consider purchasing agenda and minutes software. Barrick
- H. Discussion and possible action to consider updating the Village Website software. Barrick

- I. Discussion and possible action to revise Ordinance 2017-O-09, Article 2.04 Officers, Section 2.04.002 City Secretary. Nace/Baker/Ruff
- J. Discussion and possible action regarding Gary Murphy appointment to the Board of Adjustments. Evans
- K. Discussion and possible action to review the appointment process and the reappointment process for the BOA and P&Z. Evans

IV. COMMITTEE REPORTS:

- 1. Finance- Baker
- 2. Governmental Relations- Barrick
- 3. Parks and Environment- Metro
- 4. Public Relations and Communications- Evans
- 5. Public Safety- Barrick
- 6. Public Works- Wilson

V. ADJOURNMENT

IT IS HEREBY CERTIFIED that the above Agenda was posted by 4:00 pm. on the 6th day of June, 2020.


Jana Nace, Mayor

The City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices,) and 551.086 (Economic Development).

The Village of Volente is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal access to communications will be provided to those who provide notice to the City Secretary at (512) 250-2075 at least 48 hours in advance.

Village Volente is inviting you to a scheduled Zoom meeting.

Topic: City Council Special Called Meeting

Time: Jun 11, 2020 02:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86521450670?pwd=c043cGFQRk9FbTF1cHR3dmljNVY3dz09>

Meeting ID: 865 2145 0670

Password: 279671

One tap mobile

+13462487799,,86521450670#,,1#,279671# US (Houston)

+12532158782,,86521450670#,,1#,279671# US (Tacoma)

Dial by your location

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 669 900 9128 US (San Jose)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 865 2145 0670

Password: 279671

Find your local number: <https://us02web.zoom.us/j/ks4cEvMH0>

AGENDA ITEM A

No documents submitted for this item

AGENDA ITEM B

No documents submitted for this item

AGENDA

ITEM

C

Estimated cost for June mailout obtained from MinuteMan Printing:

2- sided brochure	250.00
Mailing labels	95.00
Set up cost /labor	<u>65.00</u>
Total	410.00

AGENDA ITEM D

No documents submitted for this item

AGENDA ITEM E

Summary of the Financial Controls and Spending Policy

For more details see the Financial Controls and Spending Policy

Type of Purchase	Definition	Limitations and Approvals	Competitive Bidding
Mandatory purchases	<p>— budgeted expenditures which are incurred by the Village of Volente routinely and are not the result of a specific purchase order.</p> <ul style="list-style-type: none"> • rent; • utilities; • telephone and internet • alarm services • salaries (once a position and salary have been approved); • insurance (if the coverage is not being changed); • any contracted services, once a contract has been approved by City Council and signed 	<p>Mandatory routine purchases over \$1,000.00 must be pre-approved by the Mayor and Chairman of the Finance Committee prior to commitment and evidenced in writing.</p>	<p>Budgeted mandatory expenditures do not require competitive bidding.</p>
Routine Purchases	<p>— certain budgeted expenditures are incurred by Village of Volente on an ongoing basis in the regular course of business, and do not require prior authorization as long as they remain within the monthly budgeted amount.</p> <ul style="list-style-type: none"> • office supplies • postage and delivery • maintenance and related supplies • equipment repairs • public notices 	<p>Routine purchases over \$1,000.00 must be pre-approved by the Mayor and Chairman of the Finance Committee prior to commitment and evidenced in writing.</p>	<p>Competitive bidding required for any single budgeted Routine purchase of standardized or commoditized services and supplies exceeding \$1,000.00 or repetitive purchases totaling \$2,500.00 over a twelve month period. Purchases may not be split in order to avoid this spending limit. Request for Quotation - RFQ</p>
Discretionary Purchases	<p>— budgeted expenditures which Village of Volente has an option as to when, or if, to incur and, as such, require prior authorization</p> <ul style="list-style-type: none"> • equipment purchases; • outside services which are not reimbursable; • contract services; • travel and other reimbursable business expenses • changes in insurance coverage; • lease agreements • signing new contracts for goods or services; • construction projects • public works 	<p>All discretionary purchases must be presented to City Council for review and approval of a preliminary invitation for Bid (IFB) including the justification, specific requirements, budget and potential suppliers prior to IFB issuance. Once approved, a final Invitation for Bid can be issued unless otherwise directed by City Council. Invitation for Bid (IFB)</p>	<p>Competitive bids are required for all budgeted discretionary purchases over \$2,500.00 or repetitive purchases totaling \$5,000.00 over a twelve month period. Three bids including cost, qualification, references and terms and conditions of contract and recommendations, if any, are to be received, reviewed and approved by City Council prior to bid acceptance and contract negotiation and execution.</p>
Project Expenditures	<p>— budgeted expenditures directly related to projects specifically approved by City Council</p> <ul style="list-style-type: none"> • part time contract • committee projects • communication • events 	<p>Same requirements as Discretionary Purchases</p>	
Emergency Expenses	<p>— expenses which have to be incurred immediately because a delay will risk property damage, endanger personal health and safety or result in significant financial loss. Emergency expenditures must have a grave public necessity pursuant to Sec. 102.009 of the Texas Local Government Code.</p>	<p>City Council may authorize an emergency expenditure as an amendment to the original budget, but only in cases of grave public necessity.</p>	

All purchasing decisions must be in accordance with the Annual Budget or Capital Budget as approved and adopted by the City Council. After adopting a budget, city officials may only spend funds that comply with the budget, except in an emergency. LGC sec 102

Further, all persons making expenditures on behalf of Village of Volente must exercise financial discretion in order to ensure that all purchases are reasonable and cost-effective.

The purchase of goods or services from a business in which a Council member, employee or their family has a financial interest, or may directly benefit from such purchase, is a potential conflict of interest. Such situations should be disclosed to the City Council for review and approval prior to the purchase.

At any time during the fiscal year, the City Council may, by ordinance, transfer all or part of an appropriated amount from one budget line item to another.

The City Secretary will have authority to spend within the monthly operating budget, on an account code basis represented by the operating budget.

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (the “Agreement”) is entered into _____ (the “Effective Date”), by and between _____, with an address of _____ (the “Client”) and _____, with an address of _____, (the “Contractor”), collectively “the Parties.”

BACKGROUND:

Contractor possesses the following experience, skills, and/or knowledge:

Client requires the following work to be completed and wishes to engage Contractor to perform such work:

THEREFORE, the Parties agree as follows:

1. **Services.** Client requests and Contractor agrees to perform the following specific Services (the “Services”):

Contractor agrees to perform duties and tasks related to the Services as part of the Services. If additional Services, outside the scope of those Services set forth above, are required, the Parties will enter into a new agreement or amend this Agreement.

2. **Compensation.** The Parties agree Contractor will be compensated as follows:

3. **Ownership of Work Product.** As a result of this Agreement, Contractor will create Work Product, including, but not limited to, documents, presentations, reports and the like, physical and/or electronic. All Work Product shall be owned by Client. Contractor

does not maintain any rights to this Work Product and shall turn over all Work Product upon the termination of this Agreement.

4. **Term.** This Agreement shall commence upon the Effective Date, as stated above, and will _____ continue _____ until _____.

5. **Independent Contractor Relationship.** The Parties agree that Contractor is providing the Services under this Agreement and acting as an Independent Contractor and not as an employee. This Agreement does not create a partnership, joint venture, or any other fiduciary relationship between Client and Contractor.

6. **Confidentiality.** During the course of this Agreement, it may be necessary for Client to share proprietary information, including trade secrets, industry knowledge, and other confidential information, to Contractor in order for Contractor to complete the Services. Contractor will not share any of this proprietary information at any time. Contractor also will not use any of this proprietary information for his/her personal benefit at any time. This section remains in full force and effect even after termination of the Agreement by its natural termination or the early termination by either party.

7. **Termination.** This Agreement may be terminated at any time by either Party upon written notice to the other party. Client will be responsible for payment of all Services performed up to the date of termination, except for in the case of Contractor's breach of this Agreement, where Contractor fails to cure such breach upon reasonable notice.

Upon termination, Contractor shall return all Client content, materials, and all Work Product to Client at its earliest convenience, but in no event beyond thirty (30) days after the date of termination.

8. **Representations and Warranties.** Both Parties represent that they are fully authorized to enter into this Agreement. The performance and obligations of either Party will not violate or infringe upon the rights of any third-party or violate any other agreement between the Parties, individually, and any other person, organization, or business or any law or governmental regulation.

9. **Indemnity.** The Parties each agree to indemnify and hold harmless the other Party, its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from the negligence of or breach of this Agreement by the indemnifying party, its respective successors and assigns that occurs in connection with this Agreement. This section remains in full force and effect even after termination of the Agreement by its natural termination or the early termination by either party.

10. **Limitation of Liability.** UNDER NO CIRCUMSTANCES SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR ANY DAMAGES RESULTING FROM ANY PART OF THIS AGREEMENT SUCH AS,

BUT NOT LIMITED TO, LOSS OF REVENUE OR ANTICIPATED PROFIT OR LOST BUSINESS, COSTS OF DELAY OR FAILURE OF DELIVERY, WHICH ARE NOT RELATED TO OR THE DIRECT RESULT OF A PARTY'S NEGLIGENCE OR BREACH.

11. **Disclaimer of Warranties.** Contractor shall complete the Services for Client's purposes and to Client's specifications. CONTRACTOR DOES NOT REPRESENT OR WARRANT THAT SUCH SERVICES WILL CREATE ANY ADDITIONAL PROFITS, SALES, EXPOSURE, BRAND RECOGNITION, OR THE LIKE. CONTRACTOR HAS NO RESPONSIBILITY TO CLIENT IF THE DELIVERABLES DO NOT LEAD TO CLIENT'S DESIRED RESULT(S).
12. **Severability.** In the event any provision of this Agreement is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Agreement and all other provisions should continue in full force and effect as valid and enforceable.
13. **Waiver.** The failure by either party to exercise any right, power or privilege under the terms of this Agreement will not be construed as a waiver of any subsequent or further exercise of that right, power or privilege or the exercise of any other right, power or privilege.
14. **Legal Fees.** In the event of a dispute resulting in legal action, the successful party will be entitled to its legal fees, including, but not limited to its attorneys' fees.
15. **Legal and Binding Agreement.** This Agreement is legal and binding between the Parties as stated above. This Agreement may be entered into and is legal and binding both in the United States and throughout Europe. The Parties each represent that they have the authority to enter into this Agreement.
16. **Governing Law and Jurisdiction.** The Parties agree that this Agreement shall be governed by the State and/or Country in which both Parties do business. In the event that the Parties do business in different States and/or Countries, this Agreement shall be governed by _____ law.
17. **Entire Agreement.** The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

[ACKNOWLEDGEMENTS APPEAR ON NEXT PAGE]

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

“CLIENT”

Signed: _____

By: _____

Date: _____

“CONTRACTOR”

Signed: _____

By: _____

Date: _____

AGENDA ITEM F

No documents submitted for this item

AGENDA ITEM G



AV CaptureAll

Meeting Management

CAPTURE

Capture your meetings easily and efficiently. Record Audio/Video with Agenda, Minutes, synchronize Agenda, store locally in our cloud.

MANAGE

Manage meeting materials with ease. Import Agenda with recording, synchronize Agenda items, Roll Calls, Motions & Votes, create minutes & publish online with single click.

SHARE

Share your meetings with staff and constituents. Publish sessions as public or private, making them available online for Live or On-Demand viewing. All meeting content is immediately searchable to quickly locate the desired record



AV Capture All offers affordable meeting management solutions for local government.

Our solutions improve efficiency by streamlining the meeting workflow while promoting transparency and accountability by empowering constituents to access valuable information about their community.

With AV Capture All, government agencies can easily Capture, Manage & Share their meetings online to help fulfill their public meetings mandate.

“AVCA software has considerably streamlined our meeting process and made completing our minutes much more efficient. The public has access to the information 24/7 and requests have dwindled to almost none.”

— Ingrid Gabriel, County Clerk, San Juan County,

Recording

Create a session and start recording in seconds. Import your Agenda & related documents, synchronize content & publish online with a single click. Manage recordings online with our Media Management library.

Document Integration

Easily integrate Agendas, Minutes & related documents for an efficient meeting management workflow. Agendas can be edited during or after recording with Agenda items, Roll Calls, Motions & Votes all synchronized to the recording, all instantly searchable.

On-Demand Viewing

Publish meetings to be viewed on website with a single click, accessible & published in our secure cloud servers to deliver streamed content on-demand - your bandwidth is not used. All meetings are searchable by date, department or key word/phrase.

Live Streaming

Live Stream or Webcast your meetings in real time. Our Content Distribution Network (CDN) delivers single content stream with plenty of bandwidth for simultaneous viewers. Live Streaming your meetings enables citizens or staff who cannot attend in person to stay informed.





System Requirements

Audio/Video – Recording PC

OS: Windows 10, 8.1 or 7 (32 or 64 bit)

CPU: i7 quad core

RAM: 8 GB

HDD: 1 TB min (7200 RPM SATA or SSD)

Graphics: Integrated – Intel HD 4000 or better. Discrete: Comparable

Software: MS Word 2016, 2013, 2010 or 2007

Audio-Only – Recording PC

OS: Windows 10, 8.1 or 7 (32 or 64 bit)

CPU: i5 quad core

RAM: 4 GB

HDD: 500 GB min (7200 RPM SATA or SSD)

Graphics: Integrated – Intel HD 3500 or better. Discrete: Comparable

Software: MS Word 2016, 2013, 2010 or 2007



AVCapture

Legislative Solution

For Legislative & Executive Bodies

Subscription Package Includes:	Basic	Plus	Premium
Software			
Recording Application	✓	✓	✓
Services			
Public Access	100	500	Unlimited
Archive	500	2,500	Unlimited
LIVE Streaming		500	Unlimited
Support			
Installation & Training	✓	✓	✓
Unlimited Customer Support	✓	✓	✓
Upgrades & Updates	✓	✓	✓
Subscription Package Price:	\$199/mo	\$399/mo	\$599/mo*

Contact Sales: 1-888-360-2822 / sales@avcaptureall.com

*Plan limited to populations under 500,000. Contact Sales for larger population pricing.



VIRTUAL MEETINGS A BEST PRACTICE GUIDE

How to prepare and pull off effective Virtual Meetings

Virtual meeting: a meeting where some or all of the participants are interacting using telephone and/or on line applications.

Whether it's for a short, targeted working session or as a means to allow members or key presenters to join a face-to-face meeting that they otherwise (for whatever reason) aren't able to join in person, being able to virtually participate in a meeting has some wonderful advantages. However, being able to plan, chair, facilitate and participate in a successful virtual meeting brings a number of challenges. Virtual meetings require more attention to detail than face-to-face meetings to overcome both the technical as well as the interpersonal challenges posed by not having all participants face-to-face. Use of this Guidelines document will ensure that SAE meetings will be as productive and rewarding as possible.

PREPARATION

There are a number of types of virtual meetings:

- On-line presentations with little discussion. Good for training or informational briefings
- Large face-to-face meetings with some virtual participants (either attendees or presenters) who for whatever reason can't be there in person
- Large teleconferences (best reserved for status updates and information sharing)
- Small working groups (tasked with editing a document or presentation, or working together on some sort of deliverable)
- Small discussion group (no visual aids necessary)

Determining the type of meeting will aid in understanding how best to structure and conduct the meeting.

- What is the purpose of the meeting: Information sharing? Brainstorming? Group editing? The more interactive the meeting or the more participants need to provide input, the more attention needs to be paid to on-line tools and ways to keep participants engaged and connected.
- Who needs to participate? How many people and is everyone virtual or are a few joining a face-to-face meeting virtually? Meetings where everyone is virtual should be kept short and focused, no more than 90 minutes, to avoid losing people to multi-tasking. Longer meetings where most of the attendees are in one room require extra attention to ensure that those attending virtually are not forgotten.

A successful meeting involving virtual attendees depends on good planning. What you do before the meeting is as important as what you do during the meeting.

Have a clear agenda – Establish an agenda which clearly sets out the topics to be covered, the desired outcome and expectations for attendee input for each agenda item (information, vote, decision, etc.), the amount of time assigned for each item, and who is responsible for presenting. This keeps attendees focused, on-topic, and engaged. If at all possible schedule agenda items by time-of-day so that those calling in for a particular topic will know when to expect that item to be covered.

Choose times carefully – Select meeting times taking into account different time zones. If the meeting will last more than 90 minutes, build in deliberate breaks. If participants are joining for specific agenda items, place those at the beginning of the meeting or after a significant break to allow people to drop off when done.

Know who will attend – Ensure SAE staff sends out the meeting announcement containing all the information necessary to connect to the meeting and require an RSVP.

If the meeting is a face-to-face meeting, know ahead of time who will be participating virtually. This is important for ensuring enough phone lines, but also to help ensure participants are included and accounted for. Pay special attention to those who will be joining from different time zones. Reach out to them one-on-one prior to the meeting to confirm their attendance. This will help long distance attendees feel more welcome and allow the meeting to be structured to better accommodate different times.

Design the meeting with a common visual focus – Unless the meeting is just a short, small-group telephone call with a very simple agenda, plan to always have something visual to help focus attendees' attention. Use PowerPoint slides, the White-Board function, desk-top sharing, and any other tools to give participants a visual focus. Prepare a meeting "lobby" or "Stand-by" slide to use before the meeting starts so people joining know they're in the right place. Also prepare visuals to announce breaks, etc.

Plan the meeting with specific opportunities to engage all attendees – This is especially important so that virtual attendees don't succumb to multi-tasking or feel forgotten by the group. Look at the agenda and determine which items would benefit from input, and which tools would best support engaging the virtual attendees. On-line polling, annotation tools such as high-lighting and pointers, on-line white boards, etc. can be used to ensure all participants are active contributors.

Send out all material ahead of time – Ensuring participants have the agenda and any documents or presentations at least two days prior to the meeting (two weeks is better) is critical to making sure participants are prepared. This means that you must insist that presenters have their materials submitted in enough time to make such distribution.

Arrange for the right equipment – Virtual meetings and virtual attendance at face to face meetings can't be done on the fly. You must arrange to have the right equipment available, a conference call-in number set up, microphones strategically placed around the room, or other equipment that may be necessary to facilitate the meeting.

Have a back-up plan – Virtual meetings depend on technology which may not always function as planned. This makes having documents and presentations ahead of time important in case the on-line part of the meeting is unavailable. Include a contact number of a staff person in case an attendee needs to alert the group that there are connectivity or other problems. Also, make sure a staff person has a contact number for each virtual attendee so that they can be contacted in case the agenda changes or there's some major disruption to the meeting. This way no one is left hanging or wondering where the meeting went.

TECHNOLOGY

The ability to hold a meeting where some or all of the participants are located in different places is entirely dependent on technology. Teleconferencing, Web-conferencing, Video-conferencing, VoIP are all tools which make virtual meetings possible. However, successful use of these tools requires planning and attention to detail.

Know what tools the meeting will require – Look at the agenda and determine what virtual tools will be needed for a successful meeting. Will people be connecting via teleconference only or will they also be using an Internet collaboration tool (such as WebEx, NetMeeting, Defense Connect on Line)? If they're using a collaboration tool, will they be automatically dialed in, use VoIP, or will they dial in separately from the computer connection? What desktop applications will be shared (Word, Excel, PowerPoint)? Will any of the materials require real-time editing and will this be done by the presenter or by all attendees? Will on-line balloting be needed, what about a white board for collective brainstorming. Make sure all participants have the necessary tools and are prepared and trained to use them. Take into account the available bandwidth and on-line tools and avoid videos if there is insufficient capability. Also recognize that some organizations restrict access to some Internet collaboration tools so it is good for the host and remote participants to do some checking days (not just hours) before the meeting. See "Do a dry run," below, and "Have a Back-Up Plan, above.

Make sure remote participants can hear – if you've ever wondered what it is like to have a hearing loss, just try to participate by phone in a large face-to-face meeting. One of the most frustrating things for the remote participant is knowing that something is being said but being unable to hear clearly enough to understand. The remote participant will try, for a while, to make sense out of the noise, but will likely, eventually tune out and start doing local email or other tasks at his or her desk. Avoid this trap by doing all you can to make sure those participating remotely can hear what is going on. You can help by trying to have adequate microphone coverage throughout the room and then requiring that people use the microphones – even those who say, "Everyone can hear me..." If there is only a spider phone available, or one or two microphones that participants must pass around – the chairperson should insist that people use the microphones for their presentations and interventions, and that they refrain from side-bar conversations that can contribute to excessive background noise for those trying to hear from their remote locations.

Make sure participants are prepared – Ensure that all required information to connect to the meeting and take advantage of the tools is sent out ahead of time. Those participants who will be presenting or have responsibility for agenda items should be contacted ahead of time to ensure it's clear who will be running the presentation or using any other on-line tools (performing real-time edits, conducting polls, etc.).

Visually inspect the meeting host site ahead of time – If SAE is hosting the meeting, either an all-virtual meeting or a face-to-face meeting at an SAE office with some virtual attendees, they are familiar with the room set up and the available computing tools and this step is not necessary. However, if the meeting is being hosted elsewhere, then the SAE committee staff person must inspect the hotel, convention center meeting room, or member facility if the meeting is being hosted by a committee member, and determine all available equipment. Then, the chairperson must conduct the meeting taking full recognition of the equipment that will be used. In other words, if all that is available is a single speaker phone then the chairperson must make every effort to ensure that speakers move close to the phone for their presentation or comment.

Do a dry run – Don't wait until five minutes before the meeting to find out you can't connect to the internet, you don't have access codes, microphones don't work, phone jacks or computer drops aren't live, or software isn't loaded. Set up a test meeting to confirm that all equipment works. Have someone log into the test meeting to test connectivity. Have the same person testing the log in functionality move to another room and then test all the microphones to make sure they all work. If the only microphone is a central teleconferencing (spider) phone, do a sound check from different parts of the room to ensure that virtual attendees will be able to hear all face-to-face attendees (this is one of the most important steps for ensuring that virtual attendees can hear and stay engaged!). Depending on the quality of the sound, presenters or those speaking may have to use a separate microphone or move closer. Open and ensure that all on-line tools and desktop sharing work. And recommend that participants check with their IT departments to ensure that appropriate software permissions are in place before the meeting begins.

Have Technical Support available – Whenever technology will be used to support virtual participation, make sure that appropriate technical support is available. Notify technology support person(s) of the meeting date/time, the technology being used, and ensure that an appropriate method of contact (phone number, text message, etc.) is agreed upon should help be required.

Monitor email from remote participants – it is really helpful for remote participants to have someone actually at the meeting with whom they can communicate. This way, if there is something that needs to be communicated relative to the remote participation (as opposed to a question or comment relative to the content of the meeting) such as a disruption of service or requesting a copy of a presentation, or something similar, it can be done without interrupting the flow of the meeting.

PARTICIPANTS HAVE RESPONSIBILITIES, TOO - VIRTUAL MEETING PROTOCOLS

A successful virtual meeting requires participants to be diligent about a number of behaviors. Accepting responsibility for and adhering to the following practices will help ensure a productive meeting and engaged participation.

Respond to meeting notices – Make sure meeting organizers are notified of who will or will not be attending. This allows the appropriate number of lines to be reserved and doesn't keep attendees waiting for a participant who never logs on. If a participant is only planning to attend a portion of the meeting, make sure the organizers know.

Arrive early – Arrive at, log into, or call in to the meeting early to ensure that all software and connections are working correctly.

Know how to use the meeting technology – Participants should make sure they are trained on all the technologies being used to support a virtual meeting. Most Internet collaboration tools offer on-line training modules and there are numerous on-line websites offering tips on how to take advantage of on-line meeting tools such as electronic polling, group editing, white board functions, etc.

Limit background noise – Mute phones unless speaking. Be aware of background noises (heavy breathing, typing, pets, children, traffic, etc.) and avoid subjecting the rest of the participants to these as much as possible. For those in a face-to-face meeting with a few virtual attendees, limiting background noise is especially important as the microphones in the meeting room tend to stay live. Know where the microphones are located. Avoid rustling papers, eating, typing loudly and all side bar conversations so that virtual attendees can hear clearly.

Identify yourself – Knowing who is participating and a meeting and who is speaking at any one time is critical to a successful meeting. Participants should identify themselves when joining a virtual meeting. For meetings using Internet collaboration tools, ensure that each participant is listed by name and organization in the participants list and that phone numbers are linked with participants' names. Always identify yourself when speaking. This is especially important when the majority of participants are face-to-face and just a few are virtual. It's easy to forget that there are virtual participants who aren't able to see (and thus identify) the speaker.

Avoid multitasking – In a "connected" world it is hard to keep participants from checking their email or otherwise multi-tasking even when they are sitting at the table. It is especially tempting for remote participants. But participants should be responsible for giving the meeting their full attention. Turn off cell phones, resist checking e-mail, and stay with the meeting.

Speak clearly – Virtual attendees do not have access to body language and other non-verbal cues to help determine intent, meaning, interest or agreement. Speakers should speak slowly, clearly and avoid addressing in-person attendees to the exclusion of those participating virtually. Be explicit about thoughts, opinions and feelings. The only way others can know a virtual attendee's stance on something is if the attendee is very clear about verbalizing those opinions. Don't let silence be taken for approval if that isn't the case. Speakers should pause often to allow others the chance to break in to ask questions or voice their opinion. Do not speak while others are talking and avoid interrupting speakers. Ask for clarification on any point or issue that isn't clear due to issues with sound or lack of face-to-face feedback.

Be polite – Good manners are especially important as people work to overcome some of the challenges of meeting virtually. Remember that virtual attendees cannot see body language, so speakers need to be mindful of how attitudes come across without visual cues.

Make your presence known – Sometimes the chair or facilitator of a meeting with virtual attendees seems to forget about those who are not physically present. Most of the time politeness dictates that you would not interrupt a speaker or try to break in to a conversation or presentation. But, if you are to participate effectively from your remote station, sometimes you must assert yourself. If the speaker begins to fade out it is your responsibility to break in and ask for a remedy. If you want to ask a question or make a comment and there is no other way to indicate – you need to find a place to break in to and ask to be put into the cue for comments or questions. Don't sit quietly on the phone and then complain later that you were not given a chance to speak.

CHAIRING AND FACILITATING A VIRTUAL MEETING

As with conventional face-to-face meetings, much of the success of a virtual meeting rests with the chair or facilitator. Careful attention to the following practices will help ensure a smoothly run and productive virtual meeting where all participants feel included and engaged.

Set expectations prior to the meeting – Ensure that agendas, presentations, documents, and background materials are sent out ahead of time. Verify that participants have replied to meeting announcements and personally contact individuals if possible to ensure their attendance. Make sure attendees know to join the meeting early and how to contact a staff person with technical problems.

Clearly establish who is present – One problem with virtual meetings is not knowing who is participating or worse, forgetting about people who are attending virtually. To the greatest extent possible always provide a visual cue for who is participating. For voice-only meetings, send out a list of attendees ahead of time that participants can refer to during the meeting. For meetings where Internet collaboration tools (such as WebEx, NetMeeting, or Defense Connect on Line) are used, make sure that all attendees sign in using their full name and affiliated organization so everyone has a list of those attending. For face-to-face meetings with a few virtual attendees, provide strong visual cues in the meeting room to help the in-person participants remember and include the virtual attendees. Make tent name cards for the virtual attendees and place them on a table in the middle of the room. Post the names of virtual attendees on a large flip chart in the front of the room. Post a large map and indicate on the map the locations of the virtual attendees. For virtual attendees to an in-person meeting, provide a list of attendees who are gathered for the face-to-face meeting. Mail out the list of attendees at the beginning of the meeting or display a slide of attendees.

Visual cues are extremely important to keep people connected and included. The Chair or facilitator should keep a list of attendees and have quick access to participants' phone numbers in case of a technology glitch. **Reconfirm** attendees after all breaks. Add the names of new virtual attendees or remove the names of those who have left the meeting to keep in-person participants mindful of those connected remotely. Inform virtual attendees when new people join an in-person meeting or leave the meeting (remember, they can't see who's in the room).

Verify connectivity – Before starting the meeting verify that everyone is able to hear and/or see properly.

Review processes and protocols at the start – At the beginning of the meeting, review how the meeting technology will be used (e.g., polling, white boards, editing, etc.), set ground rules, and establish goals and objectives for the meeting. Remind participants of virtual meeting protocols and expectations for staying engaged and successful virtual interactions.

Instruct attendees on processes/tools for providing input – At the beginning and then periodically throughout the meeting, review how attendees should signal their desire to ask a question or comment on an item (using the "raise hand" software function, typing a question in the Chat window, jumping in verbally, etc.). Assign someone (usually staff) to monitor the Internet collaboration software or chat window and alert attendees when a question is raised or someone wants to talk.

Keep participants focused with visuals – If Internet collaboration tools or video conferencing are being used, ensure that there is something on the screen to help attendees know the current topic. Between agenda items and presentations, return to the agenda and highlight or otherwise indicate the current topic. Before the meeting begins and during breaks, display a visual which indicates when the meeting will start or resume (e.g., "Welcome to the X-YY Committee Meeting. Meeting will begin at 8:30 am EST" or "Committee X-YY is now on Lunch Break. Meeting will resume at 1:30pm EST"). There are a number of stopwatch computer applications which can provide a real-time countdown as an additional visual.

Follow the agenda – Following the agenda and sticking to assigned times will keep participants in synch with what's being discussed. Sticking to assigned times is especially important if individuals are joining just for certain agenda items. If a change to the agenda is necessary, remind participants often of what the change is and how it impacts the rest of the agenda. Use visuals to let participants know which items have been completed and which remain. If necessary have someone contact virtual attendees who are joining for a specific item if their item has moved in the agenda.

Encourage feedback – Throughout the meeting, the chair or facilitator should actively seek out and provide feedback for virtual attendees. Conduct frequent process checks (every 15 minutes or after each agenda item) to provide opportunities for individuals to offer input and to keep participants engaged. Check in with virtual attendees by name and if possible ask direct questions (e.g., “Tim, do you agree with that last proposal?”). Encourage use of available feedback channels (e.g., chat function in the collaboration software). On-line polling is useful to keep attendees engaged and to ensure agreement on important issues. Establish a private channel (even if it’s to use e-mail) if participants need to communicate directly with the facilitator about process issues.

Maintain control of conversations – using speakerphones or video conferencing is very different from talking one-on-one or meetings when everyone is in the same place. With remote participants it is difficult or impossible to receive real-time feedback. For that reason it’s important to control discussions to maintain order, encourage dialogue, and offer opportunities for feedback. Avoid addressing local audiences to the exclusion of remote participants. Engage in dialogue rather than one-way briefings whenever possible. For example, ask individual participants to comment after each slide in a PowerPoint. Shift focus between members from different stakeholder groups, sites or locations to keep people engaged (e.g., “Let’s check with those members from civil aviation to see if this works for their applications.” “Those of you on the phone from companies outside of North-America, do you have different regulations?”). Do not allow members to engage in lengthy two-person discussions to the exclusion of the rest of the participants. Those need to be taken off-line. Do not allow any one participant to monopolize discussions without offering others a chance to break in. Always know how to mute an individual if it becomes absolutely necessary to take back control of a meeting.

Build team rapport and keep virtual attendees engaged

– People take in the majority of their information visually. For meeting participants who aren’t co-located, the chair or facilitator must make an extra effort to help people feel part of the team.

- **Allow time for introductions and small talk to help build relationships.** If people are engaged in small talk at a face-to-face meeting, pull virtual attendees into the conversation with directed questions.
- **Address participants by name.** This includes people in face-to-face situations calling on each other by name for the sake of those who can’t see who is talking. Using people’s names not only reminds everyone of who’s in attendance, but it helps to keep virtual participants engaged and away from multi-tasking.

- **Provide color commentary.** Because virtual attendees can’t see what’s going on, be diligent in describing what’s happening (e.g., “Carol is passing out copies of the presentation, people on web should see it in their e-mail in a minute or two.”, “Michael looks like he really didn’t like that suggestion. Michael, please share your thoughts.”, “Everyone in Warrendale seems to agree with these points. Let’s check in with our European participants.”). Don’t forget to describe things that happened during breaks, lunches, or evenings for multi-day meetings. This is very important to ensure that virtual attendees don’t feel left out of “in jokes”. The chair or facilitator may even want to assign a special role to someone in the room to provide this kind of commentary for remote listeners.
- **Provide extra visuals or information to virtual attendees.** Look for creative ways to make virtual attendees feel a part of face-to-face meetings. If the meeting is not using video-conferencing, quickly snap a picture of those gathered in person and post it. Encourage remote attendees to share pictures of where they are. Take pictures of what the group is having for lunch and have virtual participants do the same. Share the website of where the group is going to dinner. These things may sound silly, but as long as they are done in a manner that is respectful of attendees and doesn’t distract too much from the purpose of the meeting, they really help to build team relationships.

Conduct a meeting evaluation – At the end of the meeting, it is useful to poll all participants on what worked and what didn’t work well. Give team members a chance to air issues and make suggestions for improvements. Use a “round robin” process to solicit input from every participant. Seek specific feedback on ways to improve the virtual experience from the standpoint of either technology and tools or meeting procedures and processes.

FOLLOW-UP IS IMPORTANT

Just as in regular meetings, timely follow-up to virtual meetings is very important.

Post or e-mail minutes as soon as possible. Make sure minutes include a list of all attendees to remind people of who was there. Attach all material shared as well as any material generated during the meeting (mark-ups, lists, etc.).

Provide a clear list of any action items – Make sure actions are described so that it is clearly understood the deliverable, the due date, and the person(s) responsible. Make sure that virtual attendees as well as in-person attendees take part in assuming responsibility for actions.

Encourage additional feedback – Request that attendees forward on any additional suggestions or comments for ways to improve future meetings, especially with regards to the virtual aspects.

Reach out to those who were absent – Everyone who was absent from a meeting should be contacted by someone who was in attendance. Those who missed the meeting should have the opportunity to be brought up to speed and to ask questions about the outcome of the meetings. Absentees should also be polled as to why they were unable to attend and if they have suggestions for ways to improve their chances of participating in the future (e.g., change the meeting times).

SUMMARY

Virtual meeting attendance is here to stay as a way of doing business. Careful construction, chairing and facilitation of a meeting where all or some of the attendees are virtual, can be extremely valuable in helping to keep work moving, engaging a broader number of participants, and overcoming budget and travel restrictions. However, successful implementation of virtual meetings means diligently following the guidance set down in this document. Review this document before each virtual meeting. Encourage all participants to follow these best practices. And share lessons learned regarding these or any additional best practices.

BEST PRACTICES FOR VIRTUAL MEETINGS TIP-SHEET

Preparation

- Determine the type of meeting
- Have a clear agenda
- Choose times carefully
- Know who will attend
- Design the meeting with a common visual focus
- Plan the meeting with specific opportunities to engage all attendees
- Send out all material ahead of time
- Arrange for the right equipment
- Have a back-up plan

Technology

- Know what tools the meeting will require
- Make sure remote participants can hear
- Make sure participants are prepared
- Visually inspect the meeting host site ahead of time
- Do a dry run
- Have Technical Support available
- Monitor email from remote participants

Participant Have Responsibilities, Too - Virtual Meeting Protocols

- Respond to meeting notices
- Arrive early
- Know how to use the meeting technology
- Limit background noise
- Identify yourself
- Avoid multitasking
- Speak clearly
- Be polite
- Make your presence known

Chairing and Facilitating a Virtual Meeting

- Set expectations prior to the meeting
- Clearly establish who is present
- Verify connectivity
- Review processes and protocols at the start
- Instruct attendees on processes/tools for providing input
- Keep participants focused with visuals
- Follow the agenda
- Encourage feedback
- Maintain control of conversations
- Build team rapport and keep virtual attendees engaged
 - Allow time for introductions and small talk to help build relationships.
 - Address participants by name.
 - Provide color commentary.
 - Provide extra visuals or information to virtual attendees
- Conduct a meeting evaluation

Follow-up is Important

- Post or e-mail minutes as soon as possible.
- Provide a clear list of any action items
- Encourage additional feedback
- Reach out to those who were absent

AGENDA

ITEM

H

GOV OFFICE

Village of Volente, Texas

Proposal for Fully Mobile-Friendly Website Upgrade, Website Service, and Support



Today's Date: 2/6/20

Expiration Date: 5/6/20

Mike Chaloupka, Regional Sales Manager
GovOffice Web Solutions
2112 Broadway Street NE, Suite 250
Minneapolis, Minnesota 55413
612-617-5709 direct
Mike@GovOffice.com
www.GovOffice.com

Dear Village of Volente Officials and Staff,

My name is Mike Chaloupka, and I represent GovOffice Web Solutions (www.govoffice.com) in Minneapolis, Minnesota. We are the current provider of your official website.

Following you will find my proposal for planning, drafting, structuring, revising, programming, testing, implementing, hosting, securing, and supporting a modern, professional, mobile-friendly website to better serve your residents.

Branding and marketing experts agree that all professional organizations should engage in a website upgrade once every few years. I am pleased to work with you on your next generation website and to put the Village on an upgrade schedule—one every three years—starting with acceptance of my proposal.

Citizens' expectations of their local government website have grown tremendously over the years; GovOffice has added technology and service solutions and infrastructure upgrades over time to keep pace with those expectations, and they are presented in this proposal with a focus on the following:

- The Village's website will be fully mobile-friendly (and each design element will be built for compliance with ADA standards), meaning the design and its content will conform to your citizens' choice of device from wide desktop monitors to small smartphone screens in both vertical and horizontal orientations. See pages 5-6.
- Included in your service are enhancements to the core GovOffice Content Management System for greater editing features and our expanding infrastructure for increased speed, security, and support. See pages 8-10.
- An attractive, mobile-friendly design is not the only enhancement that you can expect. Navigation and, thus, delivery of information will be greatly improved as well, with a focus on ease of use for your residents and staff. See page 14.
- GovOffice offers numerous, flexible payment options, but our standard Agreement calls for a commitment of only 3 years, and all charges are spread evenly over those 3 years. Some national competitors require a commitment of 4 and even 5 years! See page 15.

On behalf of the entire GovOffice Team, I thank the Village of Volente for its consideration of my proposal for a next generation website. I look forward to discussing it with you in the near future.

Sincerely,



Mike Chaloupka
Regional Sales Manager
612-617-5709
GovOffice.com
mike@govoffice.com

Contents

GovOffice Introduction	4
Responsive Website Design (RWD) Framework	5
Popular RWD Features	6
Content Management Highlights	7
GovOffice CMS Version 4.0 Announcement	8
Delivery of GovOffice Technology, Hosting, and Security	9-10
CMS Product & Service Features.....	11-13
Navigation and Content Services	14
3-Year Payment Plan	15
Live Examples	16
Renewal Options and General Project Timeline.....	17
Testimonials from Upgraded Clients	18

A dark red banner with a diagonal ribbon on the left side that says "BEST VALUE" in white. The main text "Web Solutions for Local Government" is in white, with "Web Solutions" on the top line and "for Local Government" on the bottom line.

BEST VALUE

Web Solutions for Local Government

Background

GovOffice is a leading provider of cost-effective, state-of-the-art websites for local governments. With its cloud-based, mobile-friendly platform, GovOffice offers proven, easy-to-use web technology tools to enable a more efficient and responsive government.

Launched in 2001, GovOffice was the centerpiece of a unique public-private partnership to bring website technologies to cities across America. Founding partners included the International City-County Management Association and the League of Minnesota Cities, with an additional 15 state municipal leagues eventually joining our partnership.

In those 19 years, we've seen local government websites evolve from being a novelty to a necessity. We have served over 1400 local governments in 44 states and stayed true to our mission of providing state-of-the-art web technologies that meet the needs of local government at an affordable cost.

GovOffice LLC is headquartered in Minneapolis, Minnesota.

Our Value Proposition

Our population-based pricing makes GovOffice an effective, affordable solution for every size of local government. With GovOffice, you don't pay for a bunch of pricey features you don't want or need. Our solution provides all the core features used by most local governments, and enables you to add more specialized features as needed. In short, we are easier to use, more affordable, and offer the features you and your citizens need, designed to fit a government budget. And as governments try to do more with less now more than ever, that's the perfect win-win for you and your constituents.

GovOffice is Powerful and Affordable

GovOffice delivers the solution you need with a whole lot less hassle and expense, including:

- Professional Responsive Website Design (RWD) website
- Powerful, flexible Content Management, with unlimited sections and subsections
- Online forms system for sign-ups, comment forms, polls, and more
- Audio and video files integration
- Calendars, News, Image galleries
- Security system enabling multiple users with varying levels of editing permissions to update the website

Responsive Website Design (RWD) Framework



Why RWD?

The number of U.S. residents using smartphones increases each year, and the number of visits to government websites increases annually, too. To extend service to the public whose choice of device is a smartphone—tablets as well—a fully mobile-friendly RWD website is the answer, as it conforms to any device from large desktop monitors to small smartphone screens in either portrait/vertical or landscape/horizontal view.

Why Now?

Simply put, RWD is not only the future, it is the present. Today your website receives twice as many visits from someone using his/ her smartphone than from any other type of device. So, local governments should be looking at RWD for its next website design, and many already have made the switch.

While RWD itself is not new, it is a new concept to local governments that are slow to adopt new Internet technologies; far too few of them have a Responsive Website Design in 2020. Making the switch to RWD now will not only serve your citizens better right away, your website may be promoted as a model of excellence to communities across the region that are not yet Responsive.

Creative Process

1) Personal consultation with our graphic designer, 2) Development of draft(s), 3) Presentation of design draft(s) to the Client via Preview Mode, 4) Round(s) of revision to the Client's chosen draft, 5) After completion of revision(s), presentation of final draft to the client via Preview Mode; Client's approval is then requested

Programming Process

6) Constructing the final design draft approved by the Client onto a working test site (Test Mode), 7) Adjustment as necessary to the display or behavior of the design on the test site, 8) Testing of the design across the latest versions of all major Web browsers; further adjustment made, 9) Schedule a date for upload of the finished, browser-tested design with the Client, 10) Upload of the design to replace the Client's existing design on its live, public website; the project is then declared completed

Popular RWD Features

Packages that included these features are noted in **blue**

1. Development of new title graphic including official logo, slogan, and stylish font type. It appears atop or overlapping the large homepage image and moves to the navigation menu and Search bar automatically on smaller devices. Favicon and Mobile Touch Icon development both take place at this time and also are included. **Budget, Value, Progressive, Premium**
2. Image Slider allows staff to put up and take down community photos at any time on the homepage (5 images at a time). Each image may be captioned and linked to any page, internal or external. Further, website visitors may swipe forward or back with their cursor or finger to see more photos. **Value, Progressive, Premium (Slider on any section at Premium); Budget: 1 static image at a time**
3. The Filmstrip contains Icons that allow one click access to the most highly trafficked pages of the website. Ten icons will be uploaded, arranged, and linked for the Client per the Homepage Setup process and will slide continuously. Website visitors may swipe forward or back with their cursor or finger to see more Icons. **Progressive, Premium**
4. Carousel allows even more self-admin control (images, titles, links) in directing visitors to specific areas of interest on the website. Up to 10 items at a time may be added to the color-styled Carousel and, like the Filmstrip feature, will slide continuously. Website visitors may swipe forward or back with their cursor or finger to see more. **Premium**
5. Like Image Slider, Filmstrip, and Carousel, the Notifications Banner is another self-administered, self-activated feature to Responsive designs. It allows Clients to draw citizens' attention to urgent notices, alerts, reminders, etc. on the homepage with an eye-catching, colored, roll down banner that also has a close out button. **Progressive, Premium (Notifications on any section at Premium)**
6. Social Media Icons Bar supports clickable icons to your Facebook, Twitter, YouTube, Blogger, Instagram, Pinterest, LinkedIn, and Nextdoor pages. The icons are anchored to the browser window so that your citizens know where to find them, regardless the page they are on. Above Social Media Icons Bar is Local Weather Integration, also fixed in the same location on every page. Local Weather Integration is a feed from the National Weather Service (weather.gov) and provides a dynamic reading of temperature and weather condition. **Weather Integration: Progressive & Premium; Social Media Icons Bar: Premium only**
7. An Advanced Footer is personalized to the Client's branding with a custom color, font, image, and left and right (or centered) blocks of text. It also includes a floating Return to Top button. **Progressive, Premium**
8. This entire area of the homepage (and all interior pages), left to right, above the footer and, in this case, above the Secondary Navigation Block (Premium designs only) is where self-administered website content displays. If a Section Introduction is added, it will be located in the center. Regular Promotions, such as a calendar, and Sidebars may be added to the left, center, or right, and all are totally Responsive. If Content Boxes, another standard, self-admin feature of Responsive designs, is utilized, they will appear in the main column (4 are shown here). **Budget, Value, Progressive, Premium**

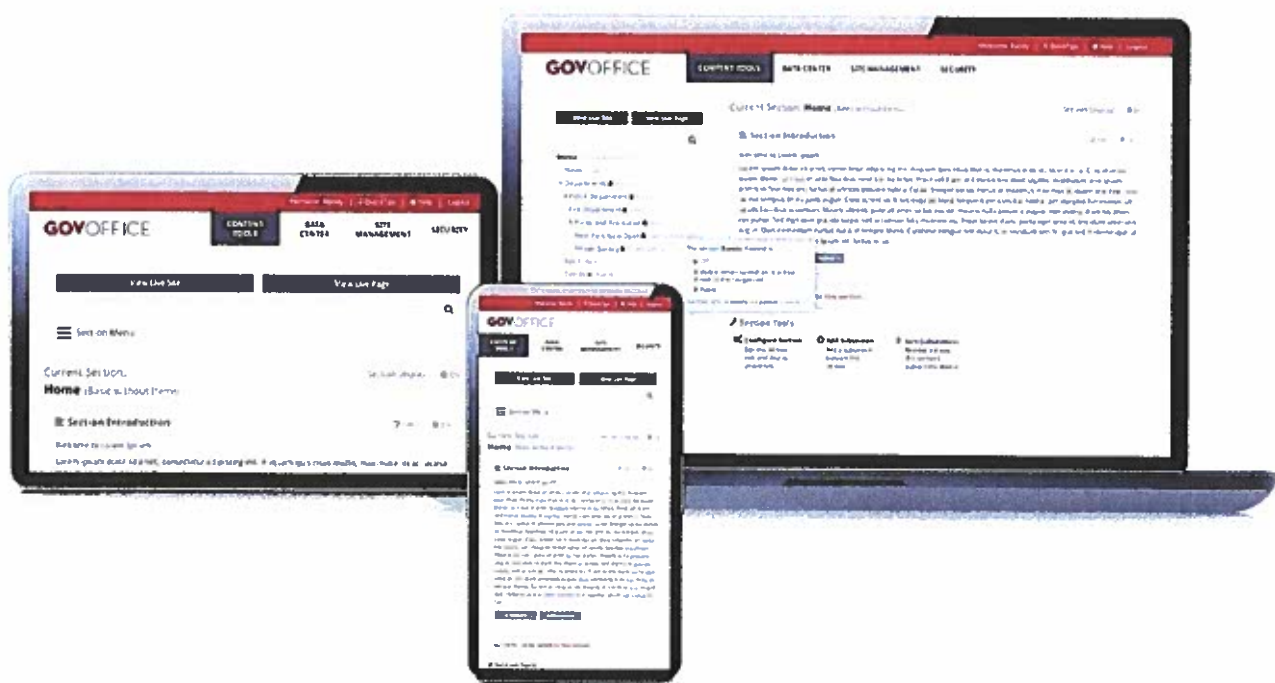


Content Management Highlights

Every day GovOffice users efficiently manage their websites from their office and at home—on any computer that is connected to the Internet through the latest versions of modern Web browsers—and they enjoy the many features that GovOffice offers:

- Unlimited number of sections and subsections are allowed to expand your site
- Unlimited number of links throughout your site
- Build a home page that includes a greeting, breaking news, upcoming events
- Online sign-up for newsletters, comment forms, polls, and surveys
- Audio and video files posted throughout the site
- Image gallery that serves as an online photo album
- News articles that can be featured and archived
- Post meetings agendas and minutes as searchable documents
- Calendar of all community events and meetings
- Contact information of staff and elected officials
- Advanced users may switch to HTML mode for added flexibility
- Social media integration (Facebook, Twitter, YouTube, Pinterest, Instagram, LinkedIn, Blogger, Nextdoor)
- Security system allows multiple users with varying levels of permissions to update the website simultaneously
- And much more!

This is how your GovOffice Site Administration appears on desktop, tablet, and smartphone devices...



GovOffice CMS Version 4.0: A Message from Our CEO

GovOffice was launched in 2001 as the centerpiece of a unique public-private partnership to bring website technologies to cities across America. Founding partners included the International City-County Management Association, League of Minnesota Cities, and Avenet Web Solutions which developed the GovOffice technology. Over time an additional 15 state municipal leagues joined our partnership.

In those 19 years local government websites have evolved from being a novelty to a necessity. We have served over 1500 local governments in 44 states and stayed true to our mission of providing state-of-the-art web technologies that meet the needs of local government, at an affordable cost. Now we are excited to announce that we have initiated a major development initiative to create the next generation of our technology:

GOVOffice 4.0

GovOffice CMS 4.0 will meet the needs of our local government clients and your constituents well into the future.

This major upgrade will be implemented in multiple phases which will help users absorb and adopt to changes over time. User interface upgrades will maintain a priority on ease of use. Current sites will be seamlessly upgraded to the new system with no or minimal disruption.

Phase 1 will result in:

- A faster, more intuitive Admin system—**DONE**
- Even faster public websites—**DONE**
- A new site-wide Search system—**DONE**
- Refresh of the Admin look & feel aimed at enhancing ease of use; also, it will be fully Responsive (mobile-friendly)—**DONE**
- A state-of-the-art code which can be extended rapidly to add new features in subsequent phases—**ONGOING**

Additional, incremental upgrades will feature new content types to meet the growing needs of our clients.

Subsequent phases may include:

- New file upload software—**2020**
- eNotification/ eAlert system—**DONE** (GovOffice Connect)
- Upgraded SuperForms & ePayment—**2020**
- Document management repository—**2020**
- Customized content types, such as Council Packets/ Agendas—*Meetings* **DONE**

Thank you for being a client and partner in preparing for the next generation of GovOffice!

Eric Johnson, General Manager
GovOffice LLC

Delivery of GovOffice Technology, Hosting, and Security

GovOffice has provided the website technology to over 1500 local governments for almost 20 years. We have developed unique expertise in protecting local government websites from security concerns and delivering a proven record of reliability, performance and data protection for our clients.

Delivery of GovOffice CMS Technology

The GovOffice technology stack is architected for redundancy and scalability. We use blade servers with Intel Xeon processors with SSD storage. The GovOffice CMS is hosted on a load-balanced Web farm that can easily be expended as resources require. Our application servers run Windows Server 2016 with IIS 10.0 and SQL Server 2016, which allows SSL communication to be done over TLS 1.2. The GovOffice design framework utilizes jQuery and HTML 5 to provide Responsive designs that look great and are optimized on both desktop and mobile browsers.

In contrast to some widely used software systems, GovOffice CMS is a proprietary system that does not have known exploits published on public websites for hackers to exploit. The GovOffice team installs patches on a regular basis, adheres to the highest standard of web server administration and access and logs access to all of our infrastructure.

Worry-Free Hosting & Security

All GovOffice websites include our worry-free hosting and support which includes the following services:

Web Monitoring

- Data center engineers monitor all of our servers and infrastructure, 24/7/365

Up-time and Disaster Recovery

- 99.99% up-time
- Daily backups of all website data and are kept for 90 days
- Website data can be restore as needed from backups, typically within hours

Enterprise Class Data Center

GovOffice websites are hosted in a highly secure, cutting-edge global data center with 24 x 7 monitoring to meet your critical need for robust bandwidth, streamlined data storage, and business continuity.

Located only 15 minutes from GovOffice's corporate office, the data center is monitored by trained technicians with a Network Operations Center (NOC) team. The NOC adheres to a strict escalation procedure to help ensure that GovOffice websites are available to the public at all times. Our primary data center is located in a former US Federal Reserve System building, constructed to withstand natural disasters, such as earthquakes, tornadoes, and floods.

Security

The safety and security of your data is our highest priority. Our data center is SAS 70 audited, SOC 2® attested, and SOC 3® certified

We observe industry best-practice standards including, but not limited to:

- Hand biometric and RFID card controlled access to data center
- Cage door sensors
- Motion activated surveillance cameras
- 24 x 7 Monitoring
- 24 x 7, on-premise security guards

DDoS protection

Federal, state and local government websites have become prominent targets for both domestic and foreign originated Distributed Denial of Service (DDoS) attacks designed to impair or shut down websites. All GovOffice clients' websites are protected through a system-wide DDoS solution designed to combat this growing threat.

The data center utilizes an enterprise level DDoS solution developed by a leading DDoS security company, Corero. The key benefit of the Corero solution is that it automatically mitigates DDoS attack traffic before it impacts GovOffice clients, enabling us to keep our networks clean of attack traffic.

Training & Technical Support

Our Training & Technical Support Team is available Monday through Friday, excluding national holidays, from 8:00 AM to 5:00 PM Central Standard Time. It provides **unlimited** assistance to clients via toll-free phone and e-mail in the areas of initial online training of the GovOffice toolset, additional training, technical support of websites, and more.

Online training sessions typically take 90 minutes to complete. If your staff has a basic understanding of Microsoft Word, everyone will easily pick up our Content Management System. Support will schedule a training session at **no added charge** that fits your group's schedule, and sessions are conducted via Webinar. No expensive on-site meetings is necessary, and there is no charge for future training sessions with new or existing staff.

GovOffice Support delivers **unlimited** access to:

- Help Website
- Online Training Sessions
- Toll-Free Phone Support
- Video tutorials
- Support documents
- Online Help Chat

Chat with us 

CMS Product & Service Features

GovOffice requires no specialized software skills, and it allows staff to administer the site anytime, from any Internet connection. GovOffice CMS is a database driven web application based upon underlying Microsoft technologies, including SQL Server.

Our Software as a Service (SaaS) hosting model means your website will be worry-free. GovOffice provides the hosting, technical infrastructure, upgrades and maintenance, saving you time and money. No additional software is required.

Professional Design	Standard	Suggested
Access to stock design template styles; customization of the design by the end user is limited to adding your organization's name, slogan, and a footer	✓	
Customized graphic design to incorporate a community theme into a Responsive Website Design (RWD) format (Budget, Value, Progressive, Premium)		✓
Self-admin linking of Facebook and Twitter icons; in addition, YouTube, Pinterest, Instagram, LinkedIn, Blogger, and Nextdoor icons are available on all designs	✓	
Web Hosting, Performance, and Support	Standard	Suggested
Up to 2 GB of stored uploads; nightly data backups at a cloud based Web hosting facility	✓	
Extended Storage Plan for an additional 2 GB of stored uploads on your website		n/a
DDoS (Distributed Denial of Service) protection	✓	
SSL encrypted administrative website	✓	
TLS encrypted public website	✓	
Unlimited online Webinar training of the GovOffice CMS and selected modules	✓	
Unlimited access to toll-free Technical Support for all staff	✓	
Video tutorials and unlimited, live Help Chat at help.govoffice.com	✓	
GovOffice Mobile delivers mobile version of website (smartphones)	✓	
Page-relevant Quick Tips within the administrative website	✓	

Website Access, Editing, and Management

Standard

Suggested

Homepage Setup by a GovOffice Content Specialist



Unlimited number of administrative users on the GovOffice system



Limit access and administrative permissions to each user and group(s) on the system



Preview feature that shows how an unsaved edit would appear if it was saved and activated on the live website



Live Site feature that allows users to switch between the live and administrative websites within one browser window



Data storage tracker to help manage your load of Web content



Audit log that shows editing activity of all administrative users



Google Analytics integration



CMS Features

Standard

Suggested

Flexibility to name and order all navigation menu buttons



Import, type, and edit text with formatting controls essential for a Web page



Create unlimited number of links to internal pages and external websites



Upload, resize, position, and caption photos



Online forms for questions, comments, and requests to be contacted by staff



Upload and post audio and video files



Upload and name documents, such as Agendas & Minutes and newsletters



Schedule of events, including recurring events, within a true calendar display



Online opinion polls with controlled responses and option to display the results



Image gallery to create a Community Photo Album; includes slideshow capability



Ability to add, turn on & off, and easily remove sidebars from all pages	✓
Directory, including contact information and photos, of Elected Officials and staff	✓
Post news stories with a pre-set release date for automatic display on live website	✓
Display job listings with post & deadline dates and post the employment application	✓
List Frequently Asked Questions by department or the entire organization	✓
Highlight <i>related links</i> to associated websites without posting long URLs	✓
Directory of local attractions and automatically created links to a Google Map	✓
Site Map for added ease by site visitors in locating any section of the website	✓
<i>Last Edit</i> stamp that shows the date on which any Web page was last updated	✓
Site-wide search engine that also searches keywords within uploaded documents	✓

Advanced Features

Standard

Suggested

HTML mode for editing—example: embed community videos from your YouTube Channel or Google Maps of your area	✓	
Friendly URLs (for example, govofficacity.com/police) for quicker and direct access to select sections the website—bypassing the home page entirely	✓	
Intranet capability for <i>staff only</i> areas of the website; accessed only by username and password	✓	
Bulk e-mail tool that allows visitors to opt-in and opt-out of receiving e-mail notifications from your government office	✓	
RSS feeds <i>in</i> from other news-related websites	✓	
NEW GovOffice ePayment—online and over-the-counter payments (taxes, utilities, etc.)	✓	
NEW Meetings content type (agendas, minutes, packets, audio, video)	✓	

NEW GovOffice Connect for multi-channel communication (website, email, SMS text, voice, & social media); **add'l per voice & per text message rate applies**

\$900/yr

Navigation and Content Services

Complete Navigation Restructure and Section Rebuild is the most complete and recommended option to get your website looking and functioning at its finest.

By way of the **Complete Navigation Restructure** GovOffice will make your navigation menu compatible with a Responsive Website Design and greatly enhance speed of service to your website visitors. Specifically, our content professionals will analyze the entire site navigation menu and then organize and label it according to best practices of usability, Web design and the latest standards for modern websites. The end result is a well-organized, intuitive website that ensures your site visitors will quickly and easily find the information they need.

For the **Section Rebuild** portion our content professionals will analyze your entire site content and make sure each page conforms to the same high standard, following best practices of Web writing and design, including:

- Recreating pages, as necessary, using proper GovOffice CMS content types
- Formatting page content to CMS defaults
- Matching page content/headlines to the topic of the parent navigation label
- Rewriting and formatting text for efficient online reading
- Using Sidebars to display related links, text and images
- Creating friendly URLs where appropriate

Quarterly Accessibility Review (QAR) Service—**OPTIONAL; added charge applies**

GovOffice provides the following for ongoing assistance in maintaining website accessibility compliance:

- GovOffice will utilize automated tools to review your website and identify areas of your website with are not in compliance with WCAG 2.0 accessibility standards.
- Based upon findings, GovOffice Content Specialists will perform remediation to remediate or address areas of your website which are not in compliance with accessibility standards.
- The Accessibility Review includes up to 4 hours of professional services, four times per year.
- Only clients with a Responsive Website Design are eligible for the QAR Service. With acceptance of this proposal, the Client will have a Responsive Website Design.

3-Year Payment Plan

Recurring and Non-Recurring Services Over 3 Years	Budget Responsive	Value Responsive	Progressive Responsive	Premium Responsive
DESIGN Non-Recurring Creative and technical development of a customized, public RWD which elements support the latest in ADA compliance standards	\$3400	\$4900	\$6700	\$8700
CONTENT Non-Recurring Complete Navigation Restructure + Section Rebuild, Homepage Setup, and Accessibility Statement	\$650	\$650	\$650	\$650
HOSTING, MAINTENANCE, SECURITY, SUPPORT Recurring (\$475/year x 3 years) License of GovOffice Content Management System (CMS) · Unlimited bandwidth & Website hosting up to 2 GB of uploads · Unlimited toll-free technical support · Unlimited training/ re-training of CMS · Daily backups of stored Website content and design files · Maintenance of Web servers and their installed security systems · Unlimited Administrative users · Secure SSL (Secure Sockets Layer) Administrative Website · Upgrades of base CMS · DDoS (Distributed Denial of Service) Protection · Secure TLS (Transport Layer Security) Public Website · Domain name registration or redirection · Friendly URLs for all sections	\$1425	\$1425	\$1425	\$1425
Total Over 3 Years	\$5475	\$6975	\$8775	\$10,775
Equal, Annual Payments	÷ 3 years	÷ 3 years	÷ 3 years	÷ 3 years
October 2020 – September 2021 Payment	\$1825	\$2325	\$2925	\$3591
October 2021 – September 2022 Payment	\$1825	\$2325	\$2925	\$3591
October 2022 – September 2023 Payment	\$1825	\$2325	\$2925	\$3591
↓ OPTIONAL ↓				
Quarterly Accessibility Review Service (ADA compliance of website content); see page 14	Add \$1200/ year	Add \$1200/ year	Add \$1200/ year	Add \$1200/ year

Live Examples

Budget Responsive



<https://www.beloitwi.gov/>

Another Example: <https://jackmanme.net/>
Coming Soon: <http://hilltopmn.dev.govoffice.com/>

For the Village of Volente...

\$1825 per year for 3 years

Value Responsive



<https://www.mvrra.org/>

Another Example: <https://www.ianesvillemn.gov/>
Another Example: <https://www.annandale.mn.us/>

For the Village of Volente...

\$2325 per year for 3 years

Progressive Responsive



<https://zimmerman.govoffice.com/>

Another Example: <https://caldwell-nj.com/>
Coming Soon: <http://killingtonvt.dev.govoffice.com/>

For the Village of Volente...

\$2925 per year for 3 years

MOST POPULAR CHOICE

Premium Responsive



<https://www.ci.benicia.ca.us/>

Another Example: <https://www.ci.sauk-rapids.mn.us/>
Another Example: <https://www.denaliborough.org/>

For the Village of Volente...

\$3591 per year for 3 years

3-Year Budget Plan: Three Options to Continue with GovOffice at the End of Year 3

1. The original Agreement may be renewed for Years 4-6 at the same rate as Years 1-3. At renewal GovOffice will repeat all of the services performed in the original Agreement (or services up to an equal dollar value), including development of a totally new graphic design and content services and the respective levels.

This plan will keep the Village in a modern, compelling Responsive Website Design at all times, and the Village will be insulated from any rate increase that occurs over the next 6 years in the areas of Annual Service & Maintenance, Graphic Website Design, and Professional Content Services that are used to calculate the annual payment.

2. The Village may opt not to renew the original Agreement, rather start an entirely new 3-year Agreement (again, with an option for renewal for Years 4-6). The new annual charge could be less than or greater than the original Agreement, depending on the services selected (i.e. a less advanced website or a more advanced website).
3. The Village may opt out of the original 3-year Agreement and convert back to a year-to-year commitment at the then-current, population-based Annual Service Package rate, but none of the non-recurring services will be repeated.

General Project Timeline

The implementation timeline for deliverables is subject to client participation, direction, and approvals. The Client's remade GovOffice website may be deployed in approximately 4 months (estimate only).

Responsive Website Design (RWD) process—creative & programming	10 weeks
Site testing across all major Web browsers and mobile devices	< 1 week
Complete Navigation Restructure + Section Rebuild and Homepage Setup	5 weeks
Webinar training/ re-training (no added charge) of GovOffice CMS for staff	90 minutes

Testimonials from Upgraded Clients

City of Cascade Locks, Oregon
<https://www.cascade-locks.or.us/>

"GovOffice walked side by side with us through the process, stayed in constant communication, advised and guided us to an exquisite website that today is the central source for information and connection in our community."



City of Twentynine Palms, California
<https://www.ci.twentynine-palms.ca.us/>

"GovOffice allowed us to personalize our website with new features so it remains fresh and innovative for years to come. And their customer service gets an A+ rating. Always quick replies, always a positive attitude and all the options you need to decide what fits your city."



AGENDA

ITEM

I

VILLAGE OF VOLENTE

ORDINANCE NO. 2017-O-09

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF VOLENTE ENACTING RULES, PROCEDURES, AND POLICIES CONTROLLING THE VILLAGE'S GOVERNMENT AND ADMINISTRATION, INCLUDING CODE OF ETHICS

WHEREAS, the Village of Volente desires to adopt a comprehensive set of articulated rules, procedures, and policies to provide for orderly, fair, efficient, and equitable administration of municipal government; and

WHEREAS, the Village of Volente is authorized to adopt an ordinance that is proper for the government of the municipal corporation pursuant to Tex. Loc. Gov't Code § 51.032; and

WHEREAS, such rules, procedures, and policies will facilitate good, orderly government and promote the public health, safety, and general welfare of the citizens of the Village of Volente;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE VILLAGE OF VOLENTE, TEXAS:

ARTICLE 2.02 MAYOR AND COUNCIL

Division 1. Generally

Sec. 2.02.001 Election date; term of office

(a) General election date. The general election date for the offices of mayor and village council in the village shall be the uniform election date in November of each year, as may be established and modified by the state legislature.

(b) Two-year terms. The regular term of office for the positions of mayor and members of the village council shall be two (2) years.

(c) Staggered terms. The terms of office of the village council shall be staggered so that a portion of the village council shall be elected each year.

Secs. 2.02.002–2.02.030 Reserved

Division 2. Vacancies

Sec. 2.02.031 Applicability

Except as may be required by applicable state law, the provisions of this division shall govern the appointment or election to fill a vacancy in an office of a village council member resulting from a resignation, removal, failure to qualify, death or for any other reason.

Sec. 2.02.032 Election versus appointment

If an election must be held to comply with applicable state law regulating the holding of elections, then an election shall be held to fill the vacancy. Otherwise, the village council shall fill the vacant position by council appointment, but may consider waiting for the next election if there is a relatively short period of time remaining in the vacant seat's term.

Sec. 2.02.033 Appointment process

The following process shall be used to make any appointment:

- (1) The Council shall determine the date that an appointment will be voted on in a public meeting. The vote should be as soon as practical after council receives written notice that the seat will be vacated, and no more than thirty days before the seat will be vacated. The Village shall provide written notice by US mail to all residential addresses within the village that it is accepting applications for the vacant position. The date this notice is mailed should be at least thirty days before the council vote, but no more than 45 days.
- (2) Applications will be received by the village for 14 days after the date public notice is mailed.
- (3) A regular scheduled or special called public meeting of the village council shall be held during which each candidate will have the opportunity to provide oral and/or written information to the council and the citizens as to why he or she would like to serve on the council. Public comment will then be allowed including an opportunity for the public to ask questions of the candidate(s), followed by the opportunity for council members to ask questions of the candidate(s), followed by motions from council and discussions until a majority vote appoints a candidate.
- (4) In the event that the procedure provided in this section results in no prospective candidate applying who meets the minimum qualifications set by law, the village council will start the above process again within 30 days.
- (5) If permitted by applicable law, vacancies in more than one village council position may be filled concurrently by appointment pursuant to the procedures provided in this section.
- (6) The vote to fill a vacancy pursuant to this division, including the requirement of a quorum and participation of the mayor or, if applicable, the mayor pro tem, shall be governed by the law applicable to a vote of the governing body to enact an ordinance.

Sec. 2.02.034 Factors to be considered in appointing candidates

(a) The village council may consider the following factors:

- (1) The candidate's unique qualifications, experiences or skills that will be useful to the village;
- (2) The extent of public support for the candidate, taking into account recent election results;

- (3) The candidate's prior experience serving on village committees;
- (4) The candidate's prior experience serving on the village council;
- (5) If the candidate resides in an area of the village that is currently under-represented on the council;
- (6) If the candidate is engaged in business, personal or financial interests that may present conflicts of interest or ethical issues;
- (7) Each candidate's presentation before the council and citizens, and responses to any questions posed; and
- (8) The recommendation, if any, of the council member whose seat is being filled.

(b) Each member of the village council may consider other factors that are not included in this section and may exercise his or her discretion in weighing these factors and any others.

(c) Candidates seeking appointment must be eligible to hold office under state law.

ARTICLE 2.03 BOARDS, COMMISSIONS AND COMMITTEES

Division 1. Generally

Secs. 2.03.001–2.03.030 Reserved

Division 2. Standing and Special Committees

Sec. 2.03.031 Appointment and term of members

- (a) Committee members shall be appointed by the village council.
- (b) Committee members will be appointed at the first regular meeting following the village elections or as soon thereafter as possible.
- (c) Committee member appointments will be for a term of one year or until appointments are made following the village elections.

Sec. 2.03.032 Structure of committees

- (a) Each standing committee shall have a council member or the mayor as a voting member . Each year, at the first regular meeting after the swearing in of the new officials, the mayor will submit to council for approval a recommendation for the chair of each standing committee. The chair of each standing committee will be approved by council vote.
- (b) Committees shall be composed of at least a minimum of two (2) and/or a maximum of six (6) additional regular members, who shall be residents of the village. The chair of each standing committee will submit to council for approval a recommendation for the committee members.

(c) Two alternate committee members may be appointed, who shall also be residents of the village. Alternate committee members may vote when a primary committee member is absent.

(d) One honorary committee member who shall not vote may be appointed who has experience in a field relating to the standing committee and may or may not be a resident of the village.

Sec. 2.03.033 Purpose of committees

The purpose of committees is to serve in an advisory capacity to assist and make recommendations to the council and department heads and to research, develop, implement, and evaluate policies, programs, and projects.

Sec. 2.03.034 Standing committees established

The following standing committees shall be established:

- (1) Public safety (police and fire department);
- (2) Budget, finance and administration;
- (3) Public works (streets, drainage);
- (4) Planning and governmental relations (includes comprehensive planning, master and future zoning plan; and relations with other governmental agencies i.e. Brushy Creek Regional Utility Authority, CAPCOG);
- (5) Environmental (parks and trails);
- (6) Public relations and communications.

Sec. 2.03.035 Meetings and rules of procedures

(a) The chairperson or vice-chairperson appointed by the chair of the committee shall be in attendance at all committee meetings.

(b) A majority of regular committee members shall constitute a quorum.

(c) A standing committee that is "purely advisory" in nature is not subject to the Open Meetings Act, nor any of its agenda, notice and minutes requirements. However, all standing committees should open their meetings to the public and should post their meeting agendas on the Village website calendar at least 72 hours before the meeting..

(d) Members will hold a meeting as soon as possible after appointment by the council to review committee actions of the previous year and plan for the current year.

(e) At the first meeting after appointment by the council, the committee may approve a regular committee meeting schedule.

(f) Upon request by any member, the chairperson shall call a meeting within 30 days or other time period that is reasonable under the circumstances.

(g) Members do not possess legislative powers and are vested only with the authority to fulfill the purposes of the committee as set forth in section 2.03.033.

(h) Standing committees shall meet a minimum of four times a year.

Sec. 2.03.036 Reporting to council

(a) Committee reports will be made at a city council meeting by the chairperson.

(b) Supporting material, if any, must be given to the city secretary no later than noon on the Thursday preceding the regular council meetings.

Sec. 2.03.037 Special committees

"Ad hoc" or "special" committees may be temporarily set up by the city council or the mayor to deal with specific short-term items that cannot be handled by a regular standing committee. These committees will be dissolved as soon as the purpose for which the committee was formed has been fulfilled.

ARTICLE 2.04 OFFICERS

Sec. 2.04.001 City administrator

(a) The office of city administrator is hereby created.

(b) The city administrator shall be appointed by the city council when and if deemed necessary by the council.

(c) The city administrator shall have the powers and duties as prescribed from time to time by the city council.

(d) The city administrator may be removed from office in all event(s) and in the manner(s) provided in Tex. Loc. Gov't Code Ch. 22, or any successor statutes thereto, or as provided in an employment agreement.

Sec. 2.04.002 City secretary

(a) The office of city secretary shall be filled by appointment. At the first regular meeting held after the general city election held on the first Tuesday in November of each even-numbered year, or as soon thereafter as practicable, and after the members of the city council elected at the election in the even-numbered year have qualified and been installed in office, the city council shall appoint a city secretary to serve for a term of two years and until his or her successor shall have been duly appointed and qualified. The secretary, at the beginning of each term of office, shall take and subscribe to the official oath of office and shall post bond in a sum as the city council shall direct, the premium on the bond to be paid by the village. The secretary shall perform all of the statutory duties prescribed by law in Tex. Loc. Gov't Code section 22.073, and as hereafter amended, and other duties as may be prescribed from time to time by the city council, or as provided in state law.

(b) The person appointed as city secretary shall be ex-officio city treasurer of the village, and the powers and duties of the city treasurer as prescribed in Tex. Loc. Gov't Code 22.075, and as hereafter amended, are hereby conferred on the person holding the office of city secretary.

(c) Any bond posted by the city secretary as required by subsection (a) above shall extend to all of the duties and responsibilities imposed by this section and applicable statutes.

State law references—Appointment of secretary, V.T.C.A., Local Government Code, sec. 22.071; powers and duties of city secretary, V.T.C.A., Local Government Code, sec. 22.073; bond and duties of treasurer, V.T.C.A., Local Government Code, sec. 22.075.

ARTICLE 2.05 PERSONNEL REGULATIONS

Sec. 2.05.001 Personnel policy manual adopted

The village personnel policy manual attached to Ordinance 2015-O-05(157) as exhibit A is adopted as the personnel policy manual for the village. (Ordinance 2011-O-122 adopted 4/8/11; Ordinance 2015-O-05(157) adopted 4/21/15)

Editor's note—The personnel policy manual is not printed herein, but is on file and available for public inspection at the village offices.

ARTICLE 2.06 POLICE

Sec. 2.06.001 Office of marshal abolished

The office of marshal for the village is hereby abolished.

State law reference—Abolition of office of marshal, V.T.C.A., Local Government Code, sec. 22.076.

ARTICLE 2.07 RECORDS MANAGEMENT

Sec. 2.07.001 Definition of village records

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information-recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of this state, created or received by the village or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the village and shall be created, maintained, and disposed of in accordance with the provisions of this article or procedures authorized by it and in no other manner. (Ordinance 2005-O-42, sec. 1, adopted 4/19/05)

Sec. 2.07.002 Records declared public property

All records as defined in section 2.07.002 are hereby declared to be the property of the village. No official or employee of the village has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited. (Ordinance 2005-O-42, sec. 2, adopted 4/19/05)

Sec. 2.07.003 Policy

It is hereby declared to be the policy of the village to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice. (Ordinance 2005-O-42, sec. 3, adopted 4/19/05)

Sec. 2.07.004 Records management officer

The city secretary will serve as records management officer for the village as provided by law and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office is carried out in accordance with the requirements of the Local Government Records Act. (Ordinance 2005-O-42, sec. 4, adopted 4/19/05)

Sec. 2.07.005 Records control schedules

Appropriate records control schedules issued by the state library and archives commission shall be adopted by the records management officer for use in the village, as provided by law. Any destruction of records of the village will be in accordance with these schedules and the Local Government Records Act. (Ordinance 2005-O-42, sec. 5, adopted 4/19/05)

ARTICLE 2.08 – ETHICS

Sec. 2.08.001 Purpose

This code of ethics has four purposes:

- (a) To encourage high ethical standards in official conduct by public servants;
- (b) To establish minimum guidelines for ethical standards of conduct for all public servants by setting forth those acts or actions that are incompatible with the best interests of the Village;
- (c) To require disclosure by public servants and candidates of private financial or property interests in matters affecting the Village; and
- (d) To provide minimum standards of ethical conduct for the Village's public servants, provide procedures regarding complaints for violations of such standards, and provide a mechanism for disciplining violators of such standards.

Sec. 2.08.002 Present Public Servants

(a) Standards of Conduct.

- (1) To avoid the appearance and risk of impropriety, public servants shall not solicit or accept any gift, personal favor or benefit from any person doing business with,

seeking to do business with, or being regulated by the Village; and shall not take any action on behalf of any person or business entity from which he or she has received a prohibited gift, or in which he or she has a substantial interest. Public servants shall not take any action that he or she knows might reasonably tend to influence any other public servant to not properly perform their official duty. No public servant may grant any improper favor, service or thing of value to any person that is not uniformly available to the general public.

(2) As used in this article the word gift means a favor, hospitality, economic benefit, product or item having a value of \$50.00, or more. A gift does not include campaign contributions reported as required by state law, money, items, or benefits received from a relative if given on account of kinship, or any value received by will, intestate succession, or as a distribution from an *inter vivos* or testamentary trust established by a spouse or ancestor.

(3) The following factors are considered in evaluating whether a gift is prohibited:

(A) The value of the gift, or gifts, does not exceed \$50.00 per gift, or \$200.00 in aggregate, during any twelve (12) consecutive calendar months;

(B) Any preexisting relationship between the donor and donee;

(C) Whether the benefit of the gift is transferred to the Village rather than to the public servant, and whether any consideration is given in exchange for the gift; and

(D) Whether the person or entity giving the gift, or on whose behalf the gift is made, has done business with or has been regulated by the Village within the immediate preceding twenty- four (24) calendar months, or is seeking to do business with the Village, or does business with or is regulated by the Village during the subsequent twelve (12) months.

(E) Those items or services that do not constitute prohibited gifts include, but are not limited to, the following:

(1) Awards publicly presented in recognition of public service.

(2) Entertainment, meals or refreshments furnished in conjunction with public events, appearances, or ceremonies related to official Village business, if furnished by the sponsor of such public event, and meals and refreshments having a value of less than \$50.00 when furnished or provided to the public servant during the conduct of public business.

(3) Any item received by a public servant and donated to a charitable organization or presented to the Village within one (1) business day from the date of receipt; any item(s) other than money the value of which does not exceed \$50.00 per gift or \$200.00 in aggregate during any twelve (12) consecutive calendar months.

(4) Pens, pencils, calendars, T-shirts, caps and similar items containing logos, slogans, company names or other marketing material and commonly given

out for advertising purposes.

(b) Personal Financial Interest.

(1) Public servants of the Village shall not participate in a vote or decision in which they have a direct substantial financial interest. Ownership in an amount in excess of one percent (1%) of an entity or property shall constitute substantial interest. Where members of the City council have a substantial interest in business or in real property which is affected by a proposed City council action and where any conflict of interest may arise they shall file an affidavit of disclosure provided by the city secretary prior to the vote and abstain from voting on such matters.

(2) No officer or employee of the Village shall have a financial interest direct or indirect, or by reason of ownership of stock in a corporation, in a contract with the Village, or be financially interested directly or indirectly in the sale to the Village of land, materials, supplies or services except on behalf of the Village as an officer or employee; provided, however, that the provision of this section shall only be applicable when the stock owned by the officer or employee exceeds one (1%) percent of the total capital stock of the corporation, or the Village's taking of an interest in land by use of its eminent domain authority. Any violation of this shall render the contract voidable.

(3) In keeping with current case law, when a member of the city council has a substantial interest in business or in real property which is affected by a proposed city council action and such member is required to abstain from voting on such matter after filing his or her affidavit of disclosure, such abstention shall count as a ineligibility for that matter only and the number of votes required for passage of such matter shall be reduced by the number of ineligible members. In instances where a supermajority of the members of the governing body is required for passage, such supermajority number or fraction shall be based on the number of eligible voting members of the governing body and shall not count any ineligible members.

(c) Confidential Information. Public servants shall not disclose confidential or proprietary information, or any information they have acquired or obtained in the course of any fiduciary capacity or relationship, that could adversely influence the property, government, or affairs of the Village, nor directly or indirectly use his or her position to secure official information about any person or entity, for the financial benefit or gain of such public servant or any third party. Public servants shall not release confidential, proprietary or privileged information for any purpose other than the performance of official responsibilities. It shall be a defense to any complaint under this section that the release of information serves a legitimate public purpose, as opposed to the private financial or political interest of the public servant or any third party or group.

(d) Use of Village Property. Public servants shall not use, request or permit the use of Village facilities, personnel, equipment, or supplies for any purpose other than to conduct Village business unless otherwise provided by law, ordinance or written Village policy; or as specifically authorized by the city administrator as a convenience to the Village, or by terms of employment, e.g. assigned use of a Village vehicle.

(e) Conflict of Interest.

(1) Public servants shall not for pay, profit, compensation, financial gain or benefit represent or appear on behalf of themselves or on behalf of the private interests of others before the city council or other city board, commission, or committee, or represent the private interest of others in any action or proceeding involving the Village.

(2) No current members of the city council shall personally appear on their own behalf before the city council or any board, commission or committee but may designate and be represented by a person of their choice in any such personal business matter. This prohibition does not apply where a council member appears before the council on their own behalf, with respect to an issue arising under this article. A member of any appointed committee or board shall remove himself/herself from deliberation regarding his/her interest.

(f) Additional Standards of Conduct.

(1) Conflicting Outside Employment.

(A) The purpose of this provision is to prevent conflicts of interest, conflicts of loyalty, and loss of efficiency at work.

(B) This provision does not prevent employees or officials from accepting other employment or following any pursuit which in no way interferes with the full and faithful discharge of their public duties, provided that the employees comply with all applicable Village requirements.

(C) A city official or paid city employee shall not solicit, accept or engage in concurrent outside employment or enter into any contract which could impair independence of judgment in, or the faithful performance of, their official duties, or those results in a conflict of interest with their duties as an official or employee of the Village.

(D) City employees must inform their supervisor before engaging in off duty employment, and obtain written authorization from their supervisor prior to accepting outside employment. Employees must consider the policy purpose and be aware of this policy and rule.

(2) Political Activity.

(A) Limitations on the political activities of city officials and employees are those imposed by state law, and Village personnel rules. In addition, the ethical restrictions listed below shall apply.

(B) No employee shall solicit or receive contributions to the campaign funds of any candidate for Village office or take part in the management, affairs, or political campaign of any city candidate. Current members of the city council who are seeking reelection may engage in any activity on behalf of their own

campaign efforts. However, the mayor and council members are prohibited from taking part in the management, affairs, or political campaign of any other city candidate.

This subsection shall be narrowly construed and in no event shall this section be construed or interpreted to prevent any officer, employee, council member, mayor or public servant from expressing his or her personal opinion regarding any candidate for office, or any other matter of public interest; provided that city employees shall not, while in uniform or on duty, make public comments or statements concerning any candidate for elective city office.

(C) Nonprofit Board Membership. While membership is encouraged a council member who serves on the board of a public or private nonprofit organization shall have a voice but no vote on any funding request or contract with the Village by that organization.

Sec. 2.08.003 Contracts

No officer or employee of the Village shall have a financial interest direct or indirect, or by reason of ownership of stock in any corporation, in a contract with the Village, or be financially interested directly or indirectly in the sale to the Village of land, materials, supplies or services except on behalf of the Village as an officer or employee; provided, however, that if the direct or indirect interest results from the ownership of stock the provision of this section shall only be applicable when the stock owned by the officer or employee exceeds one (1) percent of the total capital stock of the corporation. Any violation of this section shall render the contract voidable. This section shall not apply or be applicable to employment agreements approved by the city staff and/or the city council, or instances in which the Village is acquiring property by eminent domain.

Sec. 2.08.004 Persons Doing Business with the Village

(a) Persons Seeking Discretionary Contracts.

All prospective vendors shall comply with Chapter 176, Tex. Loc. Gov't. Code.

(b) Disclosure of Conflicts of Interest by Persons Appearing Before a Board or City Body. A person appearing before any city board or other city body for the purpose of doing business with the Village shall disclose to that board or body any facts known to such person which may show or establish that:

(1) An employee or officer of the Village that advises or makes presentations to the board or city body; or

(2) Any member of the board or city body;

has or may have a conflict of interest pursuant to Chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

Sec. 2.08.005 Financial Disclosure

Chapter 176, Tex. Loc. Gov't. Code, requires every person, firm or entity proposing to sell any product to the Village, or to contract with the Village, to file documents identifying business connections or relationships they or their employees may have with officers and employees of the Village. Upon any such document identifying an officer of the Village that officer must complete and file a document prescribed by state law.

Sec. 2.08.006 Jurisdiction and Hearing of Ethics Complaints

(a) City Staff. The city staff shall receive and hear all complaints filed against any Village official or employee that is appointed by the city staff. The fact that the city staff has received a complaint, or is hearing a complaint, filed under this code of ethics, shall not deprive or lessen the authority of the city staff to take disciplinary action against such city official or employee without regard to the complaint or hearing. When hearing a complaint, the city staff may adopt such process and procedures as he/she finds suitable to the complaint. The hearing may be conducted informally or as a hearing in which witnesses may be produced.

(b) City Council. The city council shall receive and hear all complaints filed against any city official, board, committee or commission member that is appointed by the city council. The fact that the city council has received a complaint, or is hearing a complaint, filed under this code of ethics, shall not deprive or lessen the authority of the city council to take any discretionary action it finds appropriate, or to take any disciplinary action against such city official, without regard to the complaint or hearing. When hearing a complaint, the city council may adopt such process and procedures as the council finds suitable to the complaint. The hearing may be conducted informally or as a hearing in which witnesses may be produced.

(c) Violations of Chapter 171 or Chapter 176. Complaints alleging a violation of Chapter 171 or Chapter 176, Tex. Loc. Gov't. Code, shall be referred to the appropriate court and prosecutor. Such referral shall not deprive the city staff or the city council, as applicable, from exercising their respective discretionary authority, or any authority granted by local or state law.

(d) Advisory Opinions and Recommendations. The city attorney shall render advisory opinions and make recommendations to the city staff and city council, as applicable, on potential conflicts of interest or potential violations of this code of ethics at the request of a public servant. The city Attorney may recuse themselves and designate independent, outside legal counsel when necessary to avoid a conflict of interest. Such advisory opinions and recommendations shall be rendered thirty (30) days after a request or complaint is received, unless the city attorney requests, and is granted one thirty (30) day extension by the city council or city staff, as applicable. This subsection shall not be applicable to complaints that have been filed with the city council or the city staff.

(e) Defense to Alleged Violations. It shall be a defense to an alleged violation of this code of ethics that the person accused previously requested, and received, a written advisory opinion and recommendation from the city attorney, and acted on such opinion or recommendation in good faith, unless material facts were omitted or misstated by the person requesting the opinion.

Absent, omitted or misstated facts, such written advisory opinion and recommendation shall be binding with respect to subsequent charges based on the same issue and facts concerning the person who requested the opinion.

(f) Disposition of Alleged Ethics Violations.

(1) A sworn complaint based on personal knowledge alleging a violation(s) of this article shall specify the provision(s) of this article alleged to have been violated, and shall name the public servant being charged.

(2) Upon the aforesaid sworn complaint of any person being filed with the city secretary's office, or on its own initiative, the city staff or city council, as applicable, shall consider possible violations of this article by any public servant. A complaint shall not be deemed to be filed on the initiative of the city council, save and except the complaint be signed and sworn by two (2) members of the city council, one of which is the mayor, after consultation with the city attorney. A complaint filed by an individual member of the city council shall be deemed to have been filed in the council member's capacity as a private citizen and, in such event, the member of the city council filing the complaint shall not thereafter participate in a city council meeting, or discuss the same with the city staff if applicable, at which such complaint is considered save and except the council member filing the complaint may participate as a complainant at such meeting.

(3) A complaint alleging a violation of this article must be filed with the city secretary within one (1) year from the date of the action alleged as a violation, and not afterward.

(4) Not later than three (3) working days after the city secretary receives a sworn complaint, the city secretary shall acknowledge the receipt of the complaint to the complainant, and provide a copy of the complaint to the city attorney, the city council or city staff as appropriate, and the person against whom the complaint was alleged. Not later than ten (10) working days after receipt of a complaint, the city secretary shall notify in writing the person who made the complaint and the person against whom the complaint was alleged, of a date for a preliminary hearing. If the city staff or city council does not hold a preliminary hearing within twenty (20) days of receipt of the complaint, it shall notify the person who made the complaint of the reasons for the delay and shall subsequently give further appropriate notification. Complaints not addressed at a preliminary hearing within sixty (60) days of receipt shall be deemed dismissed by operation of law.

(5) The city council or the city staff may consider possible violations of this article on their own initiative. Within seven (7) working days of the decision to consider a possible violation of this article, a draft written complaint specifying the provision(s) of this article alleged to have been violated shall be filed with the city secretary, and provided to the city attorney and the person against whom the complaint was alleged. Not later than fifteen (15) days after the drafting of the complaint, the city secretary shall notify in writing the person against whom the complaint was alleged of the date for the preliminary hearing.

(6) After a complaint has been filed, and during the pending of a complaint before the city council, a member of the city council may not communicate directly or indirectly with any party or person about any issue of fact or law regarding the complaint, except at a meeting of the city council; provided that the mayor and city council may consult and coordinate with the city attorney, or the city attorney's designee.

(7) As soon as reasonably possible, but in no event more than sixty (60) days after receiving a complaint, the city staff or city council, as applicable, shall conduct a preliminary hearing:

(A) The issue at a preliminary hearing shall be the existence of reasonable grounds to believe that a violation of this article has occurred. The person filing a complaint, or the city attorney in cases considered upon the city staff or city council's, as applicable, own initiative, shall state the alleged violation and shall describe in narrative form the testimony and other evidence which would be presented to prove the alleged violations stated in the written complaint. Statements at a preliminary hearing shall be under oath, but there shall be no cross examination requests for persons or evidence issued for the hearing. Members of the city council or the city staff, as applicable, may question the complainant, the city attorney or the city staff, as applicable, or the public servant named in the complaint. All documentary evidence shall be provided to the village, the complainant and the accused at least forty-eight (48) hours in advance of the hearing.

(B) The public servant named in the complaint shall have the opportunity to respond, but is not required to attend or make any statement. The public servant may describe in narrative form the testimony and other evidence that would be presented to disprove the alleged violation. If the public servant agrees that a violation has occurred, he or she may so state and the city staff or city council, as applicable, may consider the appropriate sanction.

(C) The complainant and the public servant named in the complaint shall have the right to representation by counsel.

(D) At the conclusion of the preliminary hearing, the city staff or city council, as applicable, shall decide whether a final hearing should be held. If the city staff or city council, as applicable, determines there are reasonable grounds to believe that a violation of this article has occurred, a final hearing will be scheduled. If the city staff or city council, as applicable, does not determine that there are reasonable grounds to believe that a violation of this article has occurred, the complaint shall be dismissed. A decision to conduct a final hearing is not a finding that a violation has occurred.

(E) The city staff or city council, as applicable, at any time during the preliminary hearing, may also dismiss a complaint if the complaint does not

allege conduct which would be a violation of this article. Before a complaint is dismissed for failure to allege a violation, the complainant may be permitted one opportunity, within ten (10) working days of such preliminary hearing, to revise and resubmit the complaint.

(F) The complainant, the city attorney or the public servant named in the complaint may ask the city staff or city council, as applicable, at a preliminary hearing to request certain persons and evidence for a final hearing, if one is scheduled. All documentary evidence shall be provided to the village, the complainant and the accused at least forty-eight (48) hours in advance of the hearing.

(8) Final Hearing on Complaints.

(A) The final hearing shall be held as expeditiously as possible following the determination by the city staff or city council, as applicable, that reasonable grounds exist to believe that a violation of this article has occurred. In no event shall the hearing be held more than thirty (30) days after said determination. The city staff or city council, as applicable, may grant two

(2) Postponements, not to exceed fifteen (15) days each, upon the request of the public servant named in the complaint.

(B) The issue at a final hearing shall be whether a violation of this article has occurred. The city staff or city council, as applicable, shall make its determination based on clear and convincing evidence in the record. All witnesses shall make their statements under oath.

(C) If the city staff or city council, as applicable, determines that a violation has occurred, findings shall be stated in writing identify the particular provision(s) of this article which have been violated, and within five (5) working days a copy of the findings shall be delivered to the complainant, if any, the public servant named in the complaint, and the city secretary.

(D) If a complaint proceeds to a final hearing, the city staff or city council, as applicable, may request witnesses to attend and testify, administer oaths and affirmations, take evidence and request the production of books, papers records, or other evidence needed for the performance of the city staff or city council, as applicable duties or exercise of its powers, including its duties and powers of investigation. All documentary evidence shall be provided to the village, the complainant and the accused at least forty-eight (48) hours in advance of the hearing.

(9) Sanctions.

(A) If the city staff or city council, as applicable, determines that a violation of this article has occurred, they shall proceed directly to determination of the appropriate sanction(s), if any. The city staff or city council, as applicable, may receive additional testimony or statements before considering sanctions, but is not required to do so. If the public servant named in the complaint acted in

reliance upon a written opinion of the city attorney, the city staff or city council, as applicable, shall consider that fact.

(B) If the city staff or city council, as applicable, determines that a violation of this article has occurred, they may impose one of the following sanctions:

(i) A letter of notification shall be the appropriate sanction when the violation is clearly unintentional, or when the public servant's violation was made in reliance on a written opinion of the city attorney. A letter of notification shall advise the public servant to whom it is directed of any steps to be taken to avoid future violations.

(ii) A letter of admonition shall be the appropriate sanction in those cases in which the city staff or city council, as applicable, finds that the violation is minor and/or may have been unintentional, but calls for a more substantial response than a letter of notification.

(iii) A reprimand shall be the appropriate sanction when the city staff or city council, as applicable, finds that a violation has been committed intentionally or through disregard of this article. A copy of a reprimand directed to a public servant, city official, councilmember, or board or commission member shall be sent to the city council. A reprimand directed to an employee of the Village shall be included in said employee's personnel file.

(iv) A recommendation of removal from employment or a recommendation of suspension from employment, as well as a recommendation for length of suspension, shall be the appropriate sanction when the city staff or city council, as applicable, finds that a serious or repeated violation(s) of this article has been committed.

(v) A letter of censure shall be the appropriate sanction when the city council finds that a serious or repeated violation(s) of this article has been committed intentionally or through culpable disregard of this article by an elected city official.

Sec. 2.08.007 Independent Legal Counsel

If a complaint is filed against the city staff or any member of the city council independent legal counsel may be utilized to advise the city council, and participate in hearings. The city attorney is authorized to engage independent council on the Village's behalf, unless the complaint is against the city attorney, in which case the Mayor is authorized to engage independent counsel for the Village.

Sec. 2.08.008 General Provisions

(a) Definitions. The words "public servant" when used in this article, shall mean the elected officers of the Village, all persons appointed by or by vote of the city council, all department heads of the Village, all city employees that have any supervisory authority over other employees, and all

employees that have discretionary authority to make recommendations to boards or to the city council. Words used in the present tense include the future tense. Words used in the plural number include the singular, and words in the singular include the plural. The word "shall" is always mandatory. The word "herein" means in this article. The word "regulations" means the provisions of any applicable article, rule, regulation or policy.

(b) Penalties. Any person who shall violate this code of ethics, or shall fail to comply therewith, or with any of the requirements thereof, shall be deemed guilty of an offense and shall be liable for a fine not to exceed the sum of five hundred dollars (\$500.00).

(c) Reservations and Exceptions. Notwithstanding any other term or provision of this article, this article: (1) does not waive the authority and discretion of the city council or the city staff, as applicable, to enforce higher standards for, or to supervise, provide oversight, appoint and remove, any officer, employee or public servant that is appointed by the city council or city staff, as applicable; and (2) does not transfer or limit the authority of the city staff to act in his or her discretion to enforce higher standards for, or to supervise, provide oversight, appoint and remove, all officers, employees and public servants of the Village that are not appointed and removed by the city council. Further, neither the city staff nor the city council shall be required to file a complaint in order to take action against any employee, public servant or city official under their respective supervision or jurisdiction.

(d) City Staff Complaint Resolution. If the city council is not satisfied with the actions taken by the city staff with respect to any complaint filed with him/her under this code of ethics, the city council shall consider that matter in the annual evaluation of the city staff.

AGENDA

ITEM

J



VILLAGE OF
VOLENTE

Committee Application

Contact Information			
Name:	Gary Murphy		
Address:	[REDACTED]		
City:	Volente	State:	TX
		Zip:	78641
Cell Phone:	[REDACTED]		
Home Phone:			
E-mail Address:	[REDACTED]		
Years of Continuous Residency in Volente:	26		

Occupation Information	
Occupation:	BUSINESS OWNER
Number of Years:	30
Company:	DCR, INC.
Address:	[REDACTED] AUSTIN TX [REDACTED]

Committees of Interest (please check any Committees you are applying for)	
<input type="checkbox"/> D Environmental Committee	<input type="checkbox"/> Planning and Zoning Commission
<input type="checkbox"/> D Finance, Budget, and Administration Committee	<input checked="" type="checkbox"/> Board of Adjustments
<input type="checkbox"/> Public Safety Committee	<input type="checkbox"/> D Public Works Committee
<input type="checkbox"/> Governmental Relations Committee	<input type="checkbox"/> D Public Relations Committee
List any Committees you have previously served on: Board of Adjustments, City Council	

Initial Below:

☒ I affirm that I have not been convicted of a felony under the laws of the State of Texas, Travis County, or in any other State.

☒ I affirm that this application is completed in good faith and with full disclosure of information pertaining to the position of application.

Special Skills or Qualifications

BBA UNIVERSITY OF TEXAS

Previous Volunteer Experience

Village of Volente
City Council / BOA
Vandegrift H.S. Band
Boy Scouts

Emergency Contact Information

Name: KATHRYN MURPHY Relationship: WIFE
Address: [REDACTED]
City: Volente State: TX Zip: 78641
Phone 1: Phone 2:
Email Address: [REDACTED]

Commercial, Financial, or Residential Involvement in the Community
Entities or persons in Volente or those that you are engaged in business with.

Name:	Nature of Business:
Address:	Expected End:
Name:	Nature of Business:
Address:	Expected End:
Name:	Nature of Business:
Address:	Expected End:

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Name (printed)	Gary Murphy
Signature	[Signature]
Date	6/8/2020

AGENDA

ITEM

K

Division 3. Board of Adjustment Establishment

Sec. 9.02.101 General provisions

- (a) Creation. In accordance with section 211.008 of the Texas Local Government Code, there is hereby created a board of adjustment (hereafter referred to as the "board") for the purpose, in appropriate cases and subject to appropriate conditions and safeguards, to make special exceptions to the terms of this article that are consistent with the general purpose and intent of this article.
- (b) Board membership. The board shall be composed of five (5) board members and two alternate members who:
- (1) Are residents of the village; and
 - (2) Have demonstrated their civic interest, general knowledge of the village, independent judgment, interest in zoning and zoning issues, and ability to attend meetings; and
 - (3) By reason of their occupations and the areas of the village in which they reside are broadly representative of the village.
- (c) Appointment of board membership. The council shall appoint the five (5) board members and the two alternate members. The alternate member(s) shall attend meetings and vote on matters before the board of adjustment if one or more of the board members are unable to attend.
- (d) Terms of office; filling of vacancies. The terms of two (2) of the members shall expire on January 1st of each odd-numbered year, and the terms of three (3) of the members shall expire on January 1st of each even-numbered year. The term of one of the alternate members shall expire on January 1st of each odd-numbered year and the term of the other alternate member shall expire on January 1st of each even-numbered year. Place numbers one through five shall identify the members of the board. Board members may be appointed to successive terms. A member of the board shall serve until his or her successor is appointed and installed. The council shall fill vacancies for the uncompleted term of any vacant position. Newly appointed members shall be installed at the first regular board meeting after their appointment.
- (e) Removal of board members. The council may by majority vote remove a board member or an alternate member for cause, including lack of confidence, incompetence, corruption, misconduct, or malfeasance, on a written charge after a public hearing. Any board member who misses three (3) consecutive meetings within a twelve (12) month time period or one-third (1/3) of all regular meetings shall be deemed to have automatically vacated his/her position on the board. This subsection shall not apply to a board member who applied for and received an excused absence from the board chairperson prior to the meeting(s) at issue. Any board member who no longer resides within the corporate boundaries is deemed to have automatically vacated his/her position on the board.
- (f) Motions at board meeting.

- (1) A motion may be made by any board member other than the presiding officer. The presiding officer may second a motion and may vote on all matters considered by the board.
- (2) A motion before the board shall require a majority vote of the board members present and voting, except as provided in section 9.02.102 [9.02.103] of this article.
- (g) Disqualification from voting. A board member shall disqualify himself/herself from voting whenever the board member has a personal or monetary interest in a matter before the board that is substantially different from the interest of the other citizens of the village, or if the value of the board member's property or interest in property will be affected in a substantially different manner than other citizens' properties or interest in properties within the village.

(Ordinance 2016-O-173, sec. 30.126, adopted 11/15/16)

Sec. 9.02.102 Rules of procedure

(a) Organization and officers.

(1) Officers.

- (A) The village council shall choose the chair and vice-chair.
- (B) In the absence of both the chairperson and vice-chairperson, the board shall elect an acting chair.
- (C) The village secretary shall attend to the correspondence of the board and shall cause to be given such notices as are required and in the manner prescribed by law.
- (2) Rules of order. Robert's Rules of Order, as amended, shall be the board's final authority on all questions of procedure and parliamentary law not covered by this section.

(3) Adoption of rules of procedures. The board by majority vote shall adopt rules of precedes [procedure] that conform to this section.

(b) Meetings.

- (1) Quorum. A quorum for a board meeting shall be three (3) board members, except action on cases during a board meeting in accordance with section 9.02.103 of this article shall require at least four (4) board members present and voting.
- (2) Agenda. The village secretary shall prepare an agenda for each meeting of the board, and shall attach to each agenda a report of matters pending further action by the board. The village secretary shall post a copy of the agenda in the village hall as required by law.
- (3) Special meetings. Special meetings for any purpose may be held on the call of the chairperson, or on request of two (2) or more board members and by giving written notice to all board members deposited in the mail at least 72 hours before the board meeting, or as may be scheduled by a majority of the board at any previous meeting. The convening authority shall determine the time and place of the special meeting.
- (4) Public meetings. All meetings of the board shall be open to the public. Any party in interest may

appear in his/her own behalf or be represented by legal counsel or agent.

(c) Official records.

(1) Official records. The official records shall be the minutes of the board, together with all findings, decisions and other official records of the board.

(2) Recording of vote. The minutes of the board's proceedings shall show the vote of each member, or indicate a member's absence or failure to vote.

(3) Records retention. All matters coming before the board shall be filed in the village's records. Original papers of all requests and proposals shall be retained as part of the permanent record.

(4) Public records. The official records and citizen requests filed for board action in special meetings shall be on file with the village and shall be open to public inspection during customary work hours.

(Ordinance 2016-O-173, sec. 30.127, adopted 11/15/16)

Sec. 9.02.103 Authority of board

(a) The board shall have the authority granted in sections 211.008 through 211.011 of the Texas Local Government Code and those established herein, to exercise powers and to perform duties including the following:

- (1) Hear and decide on appeals to administrative decisions made by the village per its ordinances;
 - (2) Hear and decide on special exceptions to this article via terms established in this article granting authority over expansion of nonconforming structures, section 9.02.144(e)(1)(B);
 - (3) Authorize, in specific cases, a variance from the terms of this article if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of this article would result in unnecessary hardship, and so that the spirit of this article is observed and substantial justice is done; and
 - (4) Hear and decide other matters as may be authorized by an ordinance adopted under this article.
- (b) In exercising its authority under subsection (a)(1) above, the board may reverse or affirm, in whole or in part, or modify the village official's order, requirement, decision or determination from which an appeal is taken and make the correct order, requirement, decision or determination, and for that purpose the board has the same authority as the village official.

(c) The concurring vote of at least seventy-five percent (75%) of the full board membership is necessary to:

- (1) Reverse an order, requirement, decision, or determination of an village official;
- (2) Decide in favor of an applicant on a matter on which the board is required to review under this article.
- (3) Authorize a variance from the terms of this article.

(Ordinance 2016-O-173, sec. 30.128, adopted 11/15/16)

Sec. 9.02.104 Limitations on authority of board

- (a) The board may not grant a variance authorizing a use other than those permitted in the district for which the variance is sought.
- (b) The board shall have no power to grant or modify conditional use permits authorized under the zoning regulations of the village.
- (c) The board shall have no power to grant a zoning amendment. In the event that a written request for a zoning amendment is pending before the committee or the council, the board shall neither hear nor grant any variances with respect to the subject property until final disposition of the zoning amendment.
- (d) The board shall not grant a variance for any parcel of property or portion thereof upon which a site plan, preliminary plat or final plat, where required, is pending on the agenda of the commission or where applicable, by the council. All administrative and procedural remedies available to the applicant shall have been exhausted prior to hearing by the board.
- (e) The board shall have no power to grant variances regarding water quality, including impervious cover.

(Ordinance 2016-O-173, sec. 30.129, adopted 11/15/16)

Sec. 9.02.105 Variances

- (a) The board may authorize a variance from the terms of this article when, in its opinion, undue hardship will result from requiring strict compliance. In granting a variance, the board shall prescribe only conditions that it deems necessary for, or desirable to, the public interest. In making the findings hereinbelow required, the board shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work within the proposed use, and the probable effect such variance will have upon traffic conditions and upon the public health, safety, convenience and welfare of the village.
- (b) Conditions required for variance. No variance shall be granted without first having given public notice and having held a public hearing on the written variance request in accordance with this article and unless the board finds:
 - (1) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this article would deprive the applicant of the reasonable use of the land; and
 - (2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant; and
 - (3) That the granting of the variance will not be detrimental to the public health, safety, or welfare, or injurious to other property within the area; and
 - (4) That the granting of the variance will not have the effect of preventing the orderly use of other land within the area in accordance with the provisions of this article.
- (c) Such findings of the board, together with the specific facts upon which such findings are based,

shall be incorporated into the official minutes of the board meeting at which such variance is granted. Variances may be granted only when in harmony with the general purpose and intent of this article so that the public health, safety and welfare may be secured and that substantial justice may be done.

(d) Findings of undue hardship. In order to grant a variance, the board must make written findings that an undue hardship exists, using the following criteria:

- (1) That literal enforcement of the zoning controls will create an unnecessary hardship or practical difficulty in the development of the affected property; and
- (2) That the situation causing the hardship or difficulty is neither self-imposed nor generally affecting all or most properties in the same district; and
- (3) That the relief sought will not injure the permitted use of adjacent conforming property; and
- (4) That the granting of a variance will be in harmony with the spirit and purpose of this article.

(e) A variance shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely upon economic gain or loss, nor shall it permit any person the privilege of developing a parcel of land not permitted by this article on other parcels of land in the particular district. No variance may be granted which results in undue hardship upon another parcel of land.

(f) The applicant bears the burden of proof in establishing the facts that may justify a variance.

(g) Special exceptions for nonconforming uses. Upon written request of the property owner the board may grant special exceptions to the provisions of section 9.02.143 of this article, limited to the following, and in accordance with the following standards:

- (1) Expansion of a nonconforming use within an existing structure; provided that, in the case of a nonconforming residential use, such expansion does not increase the number of dwelling units to more than the number existing when the use first became nonconforming.
- (2) Change from one nonconforming use to another, reconstruction of a nonconforming structure that has been totally destroyed, or resumption of a nonconforming use previously abandoned, only upon finding that the failure to grant the special exception deprives the property owner of substantially all use or economic value of the land.
- (3) In granting special exceptions of section 9.02.105 [9.02.143] if [of] this article the board may impose such conditions as are necessary to protect adjacent property owners and to ensure the public health, safety and general welfare, including but not limited to conditions specifying the period during which the nonconforming use may continue to operate or exist before being conformed to the standards of this article.

(Ordinance 2016-O-173, sec. 30.130, adopted 11/15/16)

Sec. 9.02.106 Procedures

(a) Application and fee. An application to the board shall be made in writing using forms prescribed by the village, and shall be accompanied by an application fee, a site plan and such additional information

as may be requested in writing in order to properly review the application. Such information may include, but is not limited to, plat plans, site building plans, photographs, topographic contour maps, and other similar documents. All drawings must be to scale.

(b) Review and report by the village. The village shall visit the site where the requested board action will apply and the surrounding area, and shall report its findings to the board.

(c) Notice and public hearing. The board shall hold a public hearing for consideration of the application no later than forty-five (45) days after the date the application for action, or an appeal, is filed. Notice of the public hearing shall be provided to all property owners within two hundred feet (200') of the affected property at least ten (10) days prior to the public hearing, and also published in the official local newspaper at least ten (10) days prior to the public hearing.

(d) Action by the board. The board shall not grant an appeal or a variance unless it finds, based upon evidence, that each of the conditions in section 9.02.105 of this article have been met. The board may impose such conditions, limitations and safeguards as it deems appropriate upon the granting of any variance or appeal. Violation of any such condition, limitation or safeguard shall constitute a violation of this article.

(Ordinance 2016-O-173, sec. 30.131, adopted 11/15/16)

Sec. 9.02.107 Appeals to the board

(a) The appellant must file with the board and the village official from whom the appeal is taken a written notice to appeal specifying the grounds for the appeal. The appeal must be filed within sixty (60) days after the village official's decision has been rendered. Upon receiving the notice, the village administrative official from whom the appeal is taken shall immediately transmit to the board all papers constituting the record of village action that is appealed.

(b) An appeal stays all village proceedings in furtherance of the village action that is appealed unless the village official from whom the appeal is taken certifies in writing to the board facts supporting the village official's opinion that a stay would cause imminent peril to life or property. In that case, the village proceedings may be stayed only by a restraining order granted by the board or a court of record on application, after notice to the village official, if due cause is shown.

(c) The appellant may appear at the appeal hearing in person or by agent or attorney.

(d) The board shall decide the appeal within four (4) weeks after the notice of appeal is filed with the village, after which time the appeal shall be deemed automatically approved if no formal action is taken.

(e) The board may reverse or affirm, in whole or in part, or modify the village official's order, requirement, decision or determination from which an appeal is taken, and may make the correct order, requirement, decision or determination.

(Ordinance 2016-O-173, sec. 30.132, adopted 11/15/16)

Sec. 9.02.108 Finality of decisions; judicial review

All decisions of the board are final and binding. However, any person aggrieved by a decision of the board may present a verified petition to a court of record which states that the decision of the board is illegal, in whole or in

part, and specifying the grounds of the illegality. Such petition must be presented within ten (10) days after the date the board's decision is filed in the village subject to the provisions of section 211.011 of the Texas Local Government Code, [and] only a court of record may reverse, affirm or modify a decision of the board. (Ordinance 2016-O-173, sec. 30.133, adopted 11/15/16)

Secs. 9.02.109–9.02.140 Reserved

COMMITTEE REPORTS

1. Finance – Baker (No provided documents)
2. Governmental Relations – Barrick
3. Parks and Environment – Metro (No provided documents)
4. Public Relations and Communications – Evans (No provided documents)
5. Public Safety – Racht (No provided documents)
6. Public Works - Wilson

Governmental Relations

Comments Re: BCRUA Traffic Study June 10

1. Lime Creek is going to have the problems. A bad road for anyone but especially big heavy trucks. Our residents use that road also. Perhaps a letter to County from Volente listing concerns about traffic monitoring on it.
2. The study was done in the Summer. What about when school is in session?
3. The decision to select Jackson St over Sherman makes no sense.
 - a. Its more expensive
 - b. Cuts down more habitat
 - c. Disturbs neighbors more during road building
 - d. Jackson st is a less clear road; if you go down Sherman you can see everything. Jackson has more potential for a person, dog getting hit.
 - e. Say it's a benefit to have another road for safety? Whose? Two residents who live on other side.
 - f. There is still a major turn trucks will have to take from a Jackson rd into the Maintenance Building Rd.
 - g. Need more info on what kind of road, why so large.
4. Need for clarification on amount of time to build Maintenance Building. Will trucks have to be on road and

working late at night and on Sunday? This is a residential neighborhood.

RECOMMENDATIONS

1. What is speed limit on Jackson/Sherman, 30? We need a speed limit sign or at least one of those traffic signs that says "your speed is". I have seen numerous truck/workers going down Jackson at 50 . It is easy to do,
2. Volente needs to send letter to County alerting them to this project, or at least coordinating with them
3. The neighbors need a person to contact when there are repairs needed to Jackson, Sherman or Lime Creek because of this project that can not wait for the duration of project to be completed.
4. How about using Jackson in one way, and Sherman out the other? Less stress on one.

Judy and John Schlotzhauer

1. Review of general concerns

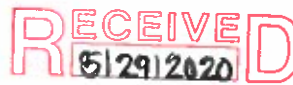
- a.** Committee would like to have a documented plan for activities and operations at the Jackson Street site during construction and during operations. A timeline for this site would be very helpful.
- b.** A forecast for truck traffic at this site during construction and during operation is requested. We assume that construction traffic will be much like a small home being built in the Village. During operation we would like to know the kind of truck, the frequency of coming on site, what would be carried in the truck. Frank Wolfe has the beginnings of this documentation but it needs to be more complete.
- c.** Committee is very concerned about potential impact on water wells in the Village.
- d.** Committee agreed to be focused on the ILA and not to get involved in the issues of P&Z and the Site Plan permit application.

2. Review of Nov. 22nd ILA

- a.** Article VI – Use, Maintenance and Repair of Roadways
 - i.** Sections 6.01 and 02 should be reworded to correct syntax errors.
 - ii.** Section 6.04 – be more specific about reinforcing Lime Creek Road. The issue is the hair pin turns.
 - iii.** Section 6.05 – 60 days may be way too short a window, and we think it far too presumptuous to ask for “resurface all remaining Village of Volente roads”.
- b.** Article VII – Traffic and Construction
 - i.** Feel that the hours of operation are too strict
 - ii.** Sections 7.04 and 05 feel very onerous and should be lightened.
 - iii.** Section 7.08 is felt to be very important and is supported.
 - iv.** Section 7.09 – remove “or via barge”
- c.** Article VIII – Safety and Reporting
 - i.** Section 8.07 – quarterly inspections are far too many. Annual is better
 - ii.** Section 8.08 – is apparently already in the plan.
- d.** Article IX – Monitoring Wells and Protection of Private Wells
 - i.** This section is extremely important to those living around or over the planned tunnel. The BCRUA has always planned to have in place a water table monitoring system. It was the reason for the request to drill the four monitoring holes along Lime Creek Road. We would like to see that documented plan.
 - ii.** This article should contain the documented plan for addressing any private wells that “go bad” during construction and afterward, and should have all committed mitigations to the property owners.
 - iii.** Possibly ask BCRUA to support an engineering analysis and cost estimate of what it would take to install a fresh water distribution system within the Village – something to use for future planning.
- e.** Article X – Volente’s Access to Water
 - 1.** Section 10.01 should have “access to” clean water
 - i.** Section 10.04 should be removed. If the BCRUA abandons this project, they should return everything to pristine condition. The Village should NEVER consider taking over any part or portion of this system as the potential liability would be enormous, and the Village has no business trying to set up a water processing facility.
- f.** Article XI – Compensation and Reimbursement for Professional Services

- i. Section 11.01 – we feel that the monies being requested are so far out of line as to render this ILA ineffective and insulting to the recipients. Any and all compensation pursued should be related to water issues – suggestion would be a rain water collection grant program.
 - ii. Section 11.02 – remove the words “all past,” from the sentence. VOV has known for years that we could only begin to request reimbursement once the ILA was signed.
 - iii. Section 11.03 – monies requested should tie in to how much tax money is lost due to change of property to governmental-non taxed.
- g. Article XII – Insurance and Liability
 - i. The committee was supportive of this request and felt that it would be best left to Alan B. or Raphael to validate the kinds and amounts.

Public Works



Public Works Committee Meeting Minutes

5/29/20

10:40am to noon

Members present: Claudia Wilson, Judy Graci, Bill Wilson, Jan Yenawine

Next Meeting: June 5, 2020

Bill and Jan surveyed all streets and roads in Volente on 5/15/20 and 5/26/20.

Signage is a maintenance issue. Signs are regulatory and are health/safety issues.

List of missing signs:

1. City Limit Sign on Lime Creek Road
2. Speed Limit Sign on Lime Creek Road
3. 5 Stop Signs have been removed. Posts remain.
4. 13 No Parking Signs (knocked over, faint lettering, or removed)
5. 1 flat directional sign
6. Some street signs are missing but will be addressed after the above signs are taken care of
7. Line of Sight Signs. Signs completely covered by brush; there is one sign on Dodd buried in brush. Intend to have brush cutting around signs part of installation.

Because summer season has started, signs need to be taken care of ASAP for safety reasons.

Bill and Jan to provide a complete pricing package for signs, poles, installation including removal of brush around line of sight signs by June 5th. The Finance Committee Chair will be notified of pricing by June 5th as well.

Once package is complete, it will be presented to Council by the first week in June (Special Called Meeting to be called). If Council approves pricing for signage, then signage and line of sight brush clearing to be complete by end of June before the July 4th weekend.

Residents are to call the City Secretary when maintenance issues arise-relating to signs, pot holes, etc. The City Secretary is to call the Chairman of the Public Works Committee who will contact the selected contractor. Maintenance should be documented and placed in Public Works file in the City Hall.

Recommendation for roads:

All roads to be crack sealed and then chip sealed. Dirt build up on edge of pavement should be removed first. Eroded shoulders should be repaired along with the removal of grass growing in edge of pavement, too, before crack and seal process.

Mowing:

Oct. 2016 Landscape Ranch Services \$1500.00

Aug. 2017 Clearwater Commercial Landscaping \$2120.00

July 2018 Travis County \$1062.00

March 2019 Travis County \$1196.00

Herbicide:

Aug. 2017 Clearwater Commercial Landscaping \$1000.00

Tree Trimming:

Aug. 2017 Clearwater Commercial Landscaping \$4300.00

Robert Nelson did ROW Maintenance, drainage for VOV but do not know when or the cost. Bulmaro Gonzales and Chais McKenzie received multiple payments for tree trimming in 2017 and 2018.

Judy Graci has called Clearwater Commercial Landscaping several times but they have not returned her calls. Judy Graci thinks once a contract is signed for mowing, herbicide, tree trimming it will take 2 or 3 weeks before services can be provided.

Crosswalk at Wharf Cove:

Public Works is responsible for all markings on roads but overlap with the Public Safety Committee. Sourcing contractors to repaint because of safety issue and summer season.

Travis County ILA:

Claudia Wilson contacted Scott Lambert at Travis County regarding an updated ILA with the VOV. He said that usually the ILA "carries over" but now that there is an added 30 to 35% management fee, it is necessary to update the ILA. Even with this added management fee, he said that often Travis County is still cheaper than independent contractors.

Scott said that the VOV roads are not in that bad of shape. He doesn't think Village needs a crew for crack seal because cracks are not big enough. One crew can address small cracks and chip seal. He is going to forward information on new products that are better, in his opinion, than the traditional chip seal used today. No loose gravel. But, no vehicles can use roads for 4 hours; contractors provide golf carts to cross roads needing to cure. A paving plan can be done in one bid, according to Scott.

David Hunter of Travis County forwarded Claudia's request for a revised ILA to the County Attorney's office.

The revised Travis County ILA was sent to Mayor Nace on May 29, 2020 to be delivered to our City Attorney for review. Currently, the administrative charge is 19.71% as verified by TNR's Finance Services Department. It is David Hunter's understanding that the rate could change annually at the beginning of the fiscal year when new budget rules are adopted. He also assumes that it could be changed more frequently if the Commissioners Court decides a change is needed.

Committee discussed difference between maintenance items (pot holes, signs, minor drainage, etc.) which should not go through a lengthy bidding process due to safety concerns and major

work which does require bids (row mowing, tree trimming, brush cutting, chip and seal, herbicide, etc.).

There are advantages of using smaller contractors for maintenance because of Volente's size and location (costly for contractors to set up and remove their equipment).

Committee is looking at contractors, private companies as sources for signs, sign posts, etc.

Committee is pulling data together and will catalogue bids, identify sites needing repairs and which contractor would be best to address repairs.

Committee wants to present complete packets to Council to expedite process. Committee will work hand in hand with Finance Committee. Committee doesn't want projects to fall through the cracks.

Goal is to complete all outstanding road work in 6 months and to communicate with the VOV with a schedule of what work is being done.

Public Works Committee Minutes for 5/15/20 Meeting to be placed in Public Works File for 2020-2021

Councilmember Wilson <cwilson@volentetexas.gov>

Mon 5/25/2020 1:40 PM

RECEIVED
5/25/20

To: City Secretary <City.Secretary@volentetexas.gov>; Mayor Nace <Mayor@volentetexas.gov>

Public Works Committee Meeting

May 15, 2020

Meeting started at 10:36am

Adjourned at 11:54am

Members present: Claudia Wilson, Jan Yenawine, Judy Graci, Bill Wilson

There was a brief discussion of past work completed by the Public Works Committee from 2018 to 2019. No maintenance has been completed on Volente streets or on Lime Creek Road as suggested by the HVJ Playbook since 2017 all due to unit costs in HVJ study being lower than unit costs reflected in bids. Unit costs reflect a "snapshot" in time. Unit costs will not remain static as referenced in the 8/26/16 HVJ Associates Report. Unit costs will vacillate as the VOV follows the recommended maintenance schedule through the year 2037.

Because drainage, herbicide treatment, shoulder maintenance, tree trimming, mowing, and brush cutting are essential to maintain VOV roads, priority will be given to these budgeted line items.

Drainage, shoulder maintenance and signage have not been addressed per HVJ's maintenance schedule. The VOV budget will probably need to be amended once bids are received to pay for many of the required services. For example, \$1000.00 for herbicide in the 2019-2020 budget will probably not be enough to pay for bids received for 2020 herbicide treatment.

Once priority items are addressed, then attention can be given to the crack and chip sealing of 9.1 miles of Volente roads. Travis County has not responded to the requested update of the Interlocal Agreement for 2020 and 2021. An updated Interlocal Agreement is needed because of the 30-35% increase due to administrative fees that Travis County must add on. A call to Scott Lambert of Travis County will be scheduled to address the updated Interlocal Agreement.

Committee members to assess the scope of road repair/maintenance to be done in order to prepare for an agenda item for Council to approve bids for priority items.

Committee to meet on Friday May 29 at 10:30am.

Claudia Wilson